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Enriching Lives Through Effective And Caring Service



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Cynthia D. Banks
Director

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September 8, 2016

Dear Interested Proposer:

COMMUNITY SERVICES AMERICAN INDIAN BLOCK GRANT (CSAIBG) PROGRAM REQUEST FOR PROPOSALS

The County of Los Angeles Community and Senior Services (CSS), on behalf of the Los Angeles City/County Native American Indian Commission, is issuing this Request for Proposals (RFP) to interested Proposers for the provision of Community Services American Indian Block Grant (CSAIBG) Program Services (Services).

CSS seeks proposals from eligible non-profit American Indian controlled and managed organizations to award up to three subrecipients to provide Services to poverty-level American Indian families and individuals who reside in Los Angeles County. The CSAIBG Program offers a range of resources and supportive services to eligible clients to provide them the opportunity to gain the skills, knowledge, and motivation necessary to achieve self-sufficiency. Services include, but are not limited to: information and referral, family/individual counseling, housing services, nutrition programs, emergency services, transportation services, job counseling and placement, healthcare services, etc.

The RFP package will be available for download from the internet by either accessing the "Business Opportunities with CSS" link on the CSS website at <http://css.lacounty.gov/> or the County of Los Angeles' website at <http://camisvr.co.la.ca.us/lacobids> and selecting "View Open Bids" and then "List by Department."

A Proposer's Conference will be held on Thursday, September 15, 2016 from 10:00 a.m.-12:00 p.m. (Pacific Standard Time) at CSS Headquarters, 3175 West 6th Street, Room 105, Los Angeles, CA 90020. The Proposer's Conference is not mandatory, but potential Proposers are encouraged to attend.

Firms and individuals that meet the minimum mandatory qualifications identified in Paragraph 3.0, Proposer's Minimum Mandatory Qualifications, of the RFP are invited to submit a proposal. **Proposals are due no later than 12:00 p.m. (PST) on Tuesday, October 11, 2016.** Proposals received after the scheduled deadline will not be accepted and shall be returned to the sender unopened.

Very truly yours,


CAROL DOMINGO
Program Manager
Contracts Management Division



**COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES**

**COMMUNITY SERVICES AMERICAN INDIAN
BLOCK GRANT PROGRAM SERVICES
REQUEST FOR PROPOSALS**

RFP NO. CSAIBG-1617

SEPTEMBER 2016

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- B Statement of Work:** Explains in detail the required Services that County is seeking in its solicitation and it represents the Services to be performed by Subrecipient upon commencement of Subaward.
- C Statement of Work Exhibits:** Included with the Statement of Work as an addition/supplement to the Statement of Work and it forms a part of the Statement of Work.
- D Required Forms:** Forms that must be completed and included in the proposal.
- E Request for Proposals (RFP) Transmittal Form to Request a Solicitation Requirements Review:** Transmittal sent to Department requesting a Solicitation Requirements Review.
- F County of Los Angeles Policy on Doing Business with Small Business:** County Policy.
- G Jury Service Ordinance:** County Code.
- H Listing of Contractors Debarred in Los Angeles County:** Contractors who are not allowed to contract with County for a specific length of time.
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1.0 INTRODUCTION

1.1 Purpose

County of Los Angeles Community and Senior Services (“County” or “CSS”), on behalf of the Los Angeles City/County Native American Commission (NAIC), seeks proposals from eligible non-profit American Indian controlled and managed organizations to provide Community Services American Indian Block Grant (CSAIBG) Program Services (Services). Proposers selected under this Request for Proposals (RFP) shall provide CSAIBG Services to poverty-level American Indian families and individuals who reside in Los Angeles County to increase their self-sufficiency and reduce their dependency on public assistance.

1.2 County of Los Angeles Community and Senior Services

1.2.1 CSS is committed to providing services that have positive impact on the lives of its citizens residing in Los Angeles County. CSS’ core mission can be summarized through its longstanding stewardship of programs that span over the course of decades.

CSS:

- Investigates claims of the abuse of senior and disabled populations and provides emergency shelter beds to these victims of abuse and neglect through CSS’ Adult Protective Services Program.
- Provides employment and training services to adults and youth and works with employers in times of hiring and downsizing through CSS’ Workforce Innovations and Opportunity Act Programs.
- Offers mediation services to avoid court filings through CSS’ Dispute Resolution Program.
- Provides supportive services for a wide range of issues and activities impacting people of American Indian ancestry through CSS’ Community Services American Indian Block Grant Program.
- Seeks to improve human relations by developing and strengthening delivery systems of technical assistance and resources Countywide through CSS’ Human Relations Commission; and

- Provides nutrition, supportive and other life-enhancing services to seniors/older individuals through CSS' Area Agency on Aging Programs.

1.3 General Principles

1.3.1 Mission

The CSAIBG Program (Program) aims to eliminate the causes of and ameliorate the conditions of poverty experienced by American Indian families and individuals who reside in Los Angeles County (poverty guidelines as set forth in Subparagraph 1.6.2.3 of this RFP).

Specifically, CSAIBG Program Services (Services) assist low income American Indian families and individuals to attain the skills, knowledge, and motivation necessary to achieve self-sufficiency by offering a range of resources and supportive services. *According to the U.S. Census Bureau and Pew Memorial Trust, 25% of the 300,000 American Indians residing in the Los Angeles area live below the poverty line* (poverty standards as set by the U.S. Department of Health and Human Services and further referenced in Subparagraph 1.6.2, Client Eligibility, of this RFP). These Services assist this demographic with immediate life necessities that include, but are not limited to, food, shelter, and health care needs.

CSAIBG focuses on the following broader objectives of the Program:

1. Meeting critical services needs of poverty-level American Indian families and individuals not currently met by existing projects, programs, or agency services;
2. Breaking the cycle of poverty by addressing long-term solutions rather than merely dealing with its effects; and
3. Providing Services that are results oriented with defined outcomes to measure the Client/family progress towards self-sufficiency.

1.3.2 Authorization

CSAIBG Program Services are authorized by the United States Department of Health and Human Services under amended Public Law 105-285, Title II – Community Services Block Grant Program (CSBG), and the State of California Department of Community

Services and Development pursuant to the California Government Code (CGC) Title 2, Division 2, Part 2, Chapter 9, Sections 12725-12790 and California Code of Regulations (CCR), Title 22, Division 11, Chapter 1, Sections 100601-100795.

The successful Proposer(s) shall adhere to these regulations and all CSAIBG Program memoranda, directives and notices issued by County, State, and Federal resources. The successful Proposer(s) is obligated to provide the Services described herein.

1.3.3 Background

A. Community Services Block Grant (CSBG) Program Funding

The Community Services Block Grant (CSBG) Program aims to help eliminate the causes and ameliorate the conditions of poverty. CSBG is designed to provide a range of services to assist low income people in attaining the skills, knowledge, and motivation necessary to achieve self-sufficiency. CSBG also provides low income people with immediate life necessities, such as food, shelter, health care needs, etc. In addition, services are provided to local communities for the revitalization of low income communities, the reduction of poverty, and to help provider agencies build capacity and develop linkages.

Services provided under CSBG must contribute to **a minimum of two or more** of the following six national goals:

1. Low income people become more self-sufficient;
2. The conditions in which low income people live are improved;
3. Low income people own a stake in their community;
4. Partnerships among supporters and providers of services to low income people are achieved;
5. Agencies increase their capacity to achieve results; and
6. Low income people achieve their potential by strengthening family and other supportive environments.

B. Community Services American Indian Block Grant (CSAIBG) Program

The County of Los Angeles is designated as a Community Action Agency (CAA) under Title II of the Economic Opportunity Act of 1964 (the Act), as amended. Community Action Agencies are non-profit private and public

organizations established under the Act to eradicate poverty and assist individuals achieve self-sufficiency. This legislation provides CSBG monies to fund local programs like CSAIBG to help reduce poverty. The Los Angeles City/County NAIC was created by Ordinance of the County of Los Angeles and City of Los Angeles in 1976.

The State of California has specifically set aside CSBG funds to assist low income American Indians in achieving a greater degree of self-sufficiency through the principles of community self-help. The Los Angeles County Board of Supervisors, as a designated CAA, is an eligible grantee under the American Indian set aside program (California Government Code Section 12725).

C. The NAIC, NAIC Self-Governance Board, and CSS Administrative Roles

NAIC Role

The NAIC was created with the intent of increasing funding opportunities and resources to address the socioeconomic issues affecting the American Indian population residing in Los Angeles City and County (Los Angeles County Code Section 3.42.020).

Other duties of the NAIC is to promote program development and funding resources, advocate policy favorable to the American Indian community; and to serve as a coordinating agency with American Indian communities and governmental entities.

NAIC Self-Governance Board Role

In 1993, the Los Angeles County Board of Supervisors created the NAIC Self-Governance Board (SGB). The SGB is composed of five community-elected Commission members, one County Board of Supervisors appointed Commission member, one City appointed Commission member, and one ex-officio member of the SGB to serve as Chairperson. The SGB's role is to qualify as the appropriate American Indian entity to meet the legislative requirements of self-governance for CSAIBG funding while reducing the roles of the County and City and increasing community involvement.

The Los Angeles City/County NAIC SGB shares allocation authority and is authorized to administer the CSAIBG Program in conjunction with the Los Angeles County Board of Supervisors (Board of Supervisors or Board).

CSS Role

CSS serves as the host agency to the NAIC. CSS is responsible for executing the State funding grant agreement, for negotiating local contractor agreements, and shares fiscal management responsibilities with the SGB. CSS also engages in program management to the extent it impacts duties related to fiscal management.

1.4 Key Objectives for this Request for Proposals

1.4.1 Proposer's Capacity

- 1.4.1.1 County seeks responses from qualified Proposers who can demonstrate their ability to provide CSAIBG Program Services for approximately 1,200 Clients annually throughout Los Angeles County for an initial Subaward term of January 1, 2017 through December 31, 2017 with options to exercise four (4) annual renewals upon approval by the Board of Supervisors.
- 1.4.1.2 When submitting a proposal, Proposer shall indicate the projected number of unduplicated individuals (Clients) seeking and receiving assistance for each allowable Service category that Proposer plans to provide.
- 1.4.1.3 Due to the limited availability of funding, County shall, at its sole discretion, award funds based on the Proposer's overall plan to serve unduplicated Clients and total program operational expenses.
- 1.4.1.4 For purposes of this RFP, the term Client shall identify an individual who meets the eligibility requirements outlined in Appendix B (Statement of Work), Subsection 1.2 (Eligibility Criteria) and in Subparagraph 1.6.2 (Client Eligibility) of this RFP, receives Program Services, and is counted only once (unduplicated) when determining the total number of unduplicated Clients.

1.4.2 Collaboration Efforts with Lower Tier Subrecipient(s)

- 1.4.2.1 To ensure continuity in Service delivery and provide CSAIBG Program Services to Clients throughout Los Angeles County, Proposer may enter into a lower-tier subaward(s) with other business partners, agencies, consortiums, etc. (see Appendix A (Sample Subaward), Subparagraph 8.40 (Lower Tier Subaward)).
- 1.4.2.2 Information about Proposer's lower tier subaward efforts, if any, shall be reflected in Appendix D (Required Forms), Exhibit 26 (Proposed List of Lower Tier Subawards).

1.4.3 Resulting Subaward

- 1.4.3.1 The Subaward term shall be one (1) year, commencing on January 1, 2017 through December 31, 2017 with four (4) optional annual renewals.
- 1.4.3.2 County anticipates selecting up to three (3) successful Proposers to receive a Subaward for the agreed-upon Program Services.

1.5 Definition of Key Terms

- 1.5.1 Key terms that are used throughout this document (including its Appendices) have been defined in Appendix A (Sample Subaward), Exhibit P (Definitions), unless otherwise stated.

1.6 Overview of CSAIBG Program Services

1.6.1 Summary of Program Statutes and Guidelines

- 1.6.1.1 Proposer's proposal and any Subaward which may result from this solicitation will be required to adhere to all of the following Program statutes and guidelines: Public Law 105-285, Title II – Community Services Block Grant Program, and the State of California Department of Community Services and Development pursuant to the California Government Code Title 2, Division 2, Part 2, Chapter 9, Sections 12725-12790 and California Code of Regulations, Title 22, Division 11, Chapter 1, Sections 100601-100795; current and future releases of CSBG Program Memoranda; and, CSS Program memoranda/directives.

1.6.2 Client Eligibility

1.6.2.1 The U.S. Department of Health and Human Services determines the criteria for the CSAIBG Program eligibility. The criteria are based on the current poverty guidelines. The guidelines may be enhanced based on the State of California regulations and the County of Los Angeles policies. Unless otherwise expressly indicated in this Subaward or by Federal, State, or local law, Subrecipient shall only provide CSAIBG Program Services to Clients as defined below.

1.6.2.2 Client shall meet **one of the two** eligible Client criteria listed below:

1.6.2.2.1 Poverty-level American Indian families residing in Los Angeles County.

1.6.2.2.2 Poverty-level American Indian adult individuals (defined as 18 years of age or older) residing in Los Angeles County.

1.6.2.3 The poverty level is determined by the Federal CSBG poverty guidelines ("Department of Health and Human Services," of the Federal Register, Volume 81, No. 15, January 25, 2016) shown in the Table below:

2016 Federal Health and Human Services Poverty Guidelines for the 48 Contiguous States and the District of Columbia	
Persons in Family/Household	Poverty Guideline
1	\$11,880
2	\$16,020
3	\$20,160
4	\$24,300
5	\$28,440
6	\$32,580
7	\$36,730

8	\$40,890
<i>For families/households with more than 8 persons, add \$4,160 for each additional person.</i>	

- 1.6.2.4 Subrecipient shall ensure that it uses the most current Poverty Guidelines as they are issued prior to determining Client eligibility and providing CSAIBG Program Services to Clients.

1.6.3 CSAIBG Program Services

The following is an overview of the Services (Tasks) required of the successful Proposer:

Allowable Service Categories/Description of Services

A Subrecipient shall provide **two or more** of the CSAIBG Program Services outlined in Section 10.0, Specific Work Requirements, of Appendix B (Statement of Work) and in this Subparagraph 1.6.3 (1) through (7). **At least one of the Services must be the provision of mandated Information and Referral Services, which falls under the Linkages assistance area below, as described in Subsection 10.3.1 of Appendix B (Statement of Work).**

Seven (7) broad assistance areas and their specific Service categories are as follows:

1.6.3.1 Linkages

- a. Information and Referral (Required Service) – A **mandatory service provision of all Subrecipients** that includes responding to all Client inquiries about available service resources and making all necessary referrals.
- b. Family/Individual Counseling and Programs – Includes programs for the provision of one-on-one counseling for individuals or families by certified counselors.
- c. Transportation – Transportation services for Clients, especially with respect to the elderly and handicapped population that face greater barriers to mobility, to enable them to access services that are critical to their health and well-being.

- d. Social/Recreational Services – Provision of any services social or recreational in nature.
- e. Client Advocacy/Paralegal Act – Legal aid, paralegal services, or services relating to advocacy of Clients' rights.

1.6.3.2 **Employment Programs**

- a. Job Counseling/Development – Information regarding employment and job services and/or referral to community programs. Periodic counseling of unemployed or underemployed participants, including assistance with job search skills or formation of job clubs where jobseekers may network with other jobseekers and potential employers to advance their job prospects and obtain support and advice or identification of potential jobs.
- b. Job Placement/Development – Comprehensive projects to acquire potential jobs for poverty-level job applicants. Placement includes scheduling interviews and may include job counseling.

1.6.3.3 **Education**

- a. Counseling and Guidance – Providing advice and guidance to clients regarding their educational aspirations and opportunities, such as counseling for at-risk students, dropouts, youth seeking scholarships to college or technical schools, and adults seeking education resources.
- b. Public Education/Information – Educational or information activities conducted to inform the general public of the problems and solutions related to poverty in their communities.
- c. Day Care and Child Development – Childcare and/or classes providing both child development instruction and support for working parents, including direct instruction in parenting skills.

1.6.3.4 **Housing**

- a. Emergency Vouchers – Provision of cash payments to hotels, motels, etc. for emergency lodging;

emergency shelter services provided by contract agencies; and self-help housing assistance, which is agency gratis placement assistance into shelter service facilities.

1.6.3.5 **Emergency Services** – Provision of emergency services that assist Clients during times of distress and/or in exigent circumstances as a result of unanticipated events including, but not limited to, respite care (day care to adult Clients) and protective services such as the County's Adult Protective Services that provides placement into emergency shelter service facilities; emergency fuel and utilities; food; clothing; etc. These services are for immediate, short-term needs.

1.6.3.6 **Nutrition**

- a. Brown Bag Program – Provision of food distribution services to poverty-level Clients (nutritious groceries that promote healthy eating).
- b. Congregate Feeding Services – Provision of hot meals provided in a congregate setting or through home delivered meals.

1.6.3.7 **Health**

- a. Medical or Dental Screening – Provision of financial assistance for physician, dentist, nursing, or paramedic services in assessing medical or dental service needs.
- b. Other Primary Health Care – Direct primary services, which include services to eliminate disease, injury, malnutrition, etc. but do not include indirect assistance such as education and prevention. Medication, clinic visits, or home health care not covered under the Medical or Dental Screening subcategory above may be appropriate to this category. Subrecipient must provide detailed information to clearly outline the services offered.

1.6.4 **Partnerships**

With limited funding, the Proposer's ability to develop linkages and to create sustainable partnerships with other community

organizations, although not mandatory, are paramount to assuring Program longevity. Such linkages and partnerships may lead to:

- Long-term financial planning and ongoing resource development;
- Expansion and coordination of public and private sector resources for program that will provide services for the indigent;
- Innovative concepts for collaborative initiatives with other private and public social service agencies to leverage resources and enhance coordination and cooperation in the planning and implementation of program services; and
- Plans for resource development such as federal or state funds and fundraising events or activities that are specifically directed at supporting the planned activities.

1.7 Overview of the Proposal Process

1.7.1 Proposers and Potential Proposers

- 1.7.1.1 For purposes of this RFP, the term Proposer is used to identify any person, entity or organization that submits a proposal in response to this solicitation. While the information provided in this RFP is intended primarily for Proposer, potential Proposers are highly encouraged to review this solicitation document as well.

1.7.2 Preparation of the Proposal

- 1.7.2.1 Proposer shall prepare its proposal using the requirements outlined in this RFP document.
- 1.7.2.2 One (1) proposal covering all of the allowable Services that Proposer desires to provide shall be submitted. For example, whether Proposer desires to provide all of the allowable Services offered in this RFP or only the minimum number of Services as set forth in Appendix B, Statement of Work, only one (1) proposal shall be submitted (by following the requirements outlined in this RFP document for the preparation and submission of the proposal).
- 1.7.2.3 Proposer shall ensure that it addresses all of the elements that are required to be included in its proposal and submits its proposal by the due date and time.

1.7.2.4 Cost Reimbursement

1.7.2.4.1 Services shall be reimbursed based on actual expenditures (a cost reimbursement basis) Proposer shall submit a detailed line item budget of its total operating costs for one year of the anticipated Subaward. All operating costs shall be inclusive of all Services that Proposer elects:

1.7.2.4.1.1 Employment Programs

1.7.2.4.1.2 Education

1.7.2.4.1.3 Housing

1.7.2.4.1.4 Emergency Services

1.7.2.4.1.5 Nutrition

1.7.2.4.1.6 Linkages

1.7.2.4.1.7 Health

1.7.2.4.2 The final total cost that will be reflected in the Subaward will include monies which are funded by CSAIBG/CSBG grant funds.

1.8 Evaluation of the Proposal

1.8.1 As further described in Paragraph 8.0 (Selection Process and Evaluation Criteria), the proposal will be reviewed and evaluated in three (3) phases: Minimum Mandatory Qualifications Review; Business Proposal Evaluation; and Cost Proposal Evaluation.

1.9 Selection of Successful Proposal and Subaward Protocols

1.9.1 Through this RFP process, County intends to grant Subawards to successful Proposers who can demonstrate that they meet the qualifications, standards and capacity requirements outlined in this solicitation document and can provide Services to Clients pursuant to the requirements outlined in Appendix B (Statement of Work). County anticipates granting Subawards to up to three (3) successful Proposers for the agreed-upon Services.

2.0 PURPOSE: CONTRACT FOR CSAIBG PROGRAM SERVICES

2.1 Statement of Work

2.1.1 Proposer shall implement the requirements outlined in Appendix B (Statement of Work) and Appendix C (Statement of Work Exhibits) if selected to receive a Subaward.

2.1.1.1 For purposes of this RFP, the term Subrecipient shall refer to Proposer who submits a proposal in response to this solicitation, successfully passes County's evaluation process, is selected by County to receive a Subaward (contingent upon approval by the County of Los Angeles Board of Supervisors) and is expected to ultimately sign/execute the resulting Subaward.

2.1.2 CSAIBG Program Service Delivery

2.1.2.1 Availability and Estimated CSAIBG Program Funding

Due to a severely limited budget, the County's CSAIBG Program historically has provided only emergency services to Clients of the nearly 300,000 American Indians in Los Angeles County, which comprises of over 4,000 square miles. **However, Proposer is encouraged to propose other Services that are allowable under Subparagraph 1.6.3 if it can reasonably demonstrate that it is fiscally and operationally able.**

County estimates that the total annual funding for CSAIBG Program Services is **approximately \$230,000, which shall be allocated to up to three Subrecipients as stated in Subparagraph 1.4.3, Resulting Subaward, Subparagraph 1.4.3.2, of this RFP.** This amount may differ from the actual amount available for the first Program Year of the Subaward term (i.e., PY 2017) because funding is subject to availability. Funding for the Program Services is made available from federal CSBG funds.

With no signs of significant funding increases in the future, Proposer shall contemplate leveraging other resources to contribute financially to the Program. Proposer may refer to Subparagraph 1.4.2, Collaboration Efforts with Lower Tier Subrecipient(s), and Subparagraph 1.6.4, Partnerships, of this RFP for further information.

Such monies are contingent upon the availability of Federal, State and local funds, and Subawards may be granted for amounts that are more or less than the amounts proposed by Proposers.

2.1.2.2 Estimated Annual Need for Program Service Units

2.1.2.2.1 County estimates that there is a total annual need of \$230,000 to provide CSAIBG Services for approximately 1,200 Clients for all of Los Angeles County. This statistic represents the number of individuals who have accessed CSAIBG Services in PY 2014-15 alone and does not represent the total number of American Indian individuals and families living at poverty level in the County who may be eligible to receive Services. Additionally, County requires Proposer to provide specific categories of Program Services for these Clients as further described in Section 10.0, Specific Work Requirements of Appendix B (Statement of Work) and Appendix D (Required Forms), Exhibit 24 (Proposed Program Services for CSAIBG Program). The need for Program Services shall be based on serving an estimated 1,200 Clients.

2.1.2.2.2 This Client data is provided as an estimate of County's need for Program Services, and the final number of Clients may be negotiated when the Subaward is granted (subject to the availability of funding).

2.2 Sample Subaward: County Terms and Conditions

2.2.1 Subrecipient shall implement the requirements outlined in Appendix A (Sample Subaward). The proposal submitted in response to this solicitation shall be made a part of the resulting Subaward when Proposer is selected and recommended to receive a Subaward.

2.2.2 Anticipated Subaward Term

2.2.2.1 The Subaward term shall be one (1) year with four (4) optional annual renewals, effective January 1, 2017 through December 31, 2017, with four (4) optional annual renewals following Board of Supervisors' approval.

2.2.2.2 Subaward Rates

2.2.2.3 Contractor's rates shall remain firm and fixed for the term of the Subaward and such term shall include any extensions exercised by County.

2.2.3 Days of Operation

2.2.3.1 Contractor's office shall be open for business a minimum of five (5) days a week and eight (8) hours each day, Monday through Friday between the hours of 8:00 a.m. through 5:00 p.m. Contractor's staff shall be available during these hours of operation.

2.2.3.2 Subrecipient shall be required to provide CSAIBG Services a minimum of five (5) days per week. Subrecipient is not required to provide Services on County-recognized holidays. Exhibit 3 (County's Recognized Holidays) of Appendix C (Statement of Work Exhibits) provides a list of County holidays.

2.2.4 Indemnification and Insurance

2.2.4.1 Subrecipient shall be required to comply with the indemnification provisions contained in Appendix A (Sample Subaward), Subparagraph 8.23 (Indemnification). Subrecipient shall procure, maintain and provide to County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendix A (Sample Subaward), Subparagraphs 8.24 (General Provisions for All Insurance Coverage) and 8.25 (Insurance Coverage).

2.2.5 SPARTA Program

2.2.5.1 A County program known as the Service Providers, Artisan and Trade Activities Program ("SPARTA") may be able to assist Contractors in obtaining affordable liability insurance. The SPARTA Program is administered by County's insurance broker, Merriwether & Williams. For additional information, Proposers may call Merriwether & Williams toll free at (800) 420-0555 or can access their website directly at www.2sparta.com.

2.2.6 Health Insurance Portability and Accountability Act of 1996

2.2.6.1 Subrecipient shall be required to comply with the Administrative Simplification requirements of the Federal

Health Insurance Portability and Accountability Act of 1996 ("HIPAA") as in effect and as may be amended. For further information, refer to Appendix A (Sample Subaward), Exhibit N (Business Associate Agreement Under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")).

3.0 PROPOSER'S MINIMUM MANDATORY QUALIFICATIONS

3.1 Information for Interested and Qualified Proposers

- 3.1.1 Interested and qualified Proposers that can demonstrate their ability and qualifications to successfully provide the required Services outlined in Appendix B (Statement of Work) are invited to submit a proposal for CSAIBG Program Services provided that Proposers can meet the Minimum Mandatory Qualifications outlined herein.

3.2 Minimum Mandatory Qualifications

3.2.1 Proposer's Organization Questionnaire/Affidavit

- 3.2.1.1 Proposer shall have the completed and signed Appendix D (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire/Affidavit), acknowledging and certifying that it has met and will comply with all of the Minimum Mandatory Qualifications listed herein for CSAIBG Program Services.
- 3.2.1.2 Proposer's organization must be an incorporated American Indian non-profit organization with an administrative office in the County of Los Angeles.
- 3.2.1.3 Proposer shall attest/demonstrate the ability to provide the proposed Services for Clients in all five (5) Supervisorial Districts.

3.2.2 Proposer's Background and Experience

- 3.2.2.1 Proposer shall submit an Executive Summary on agency letterhead describing how it meets the minimum five (5) consecutive years of experience, which shall include experience obtained within the past ten (10) years, in providing CSAIBG Program Services to Clients in Los Angeles County (or providing services which are substantially similar to those stated in Appendix B (Statement of Work), Paragraph 10.0 (Specific Work Requirements)).

- 3.2.2.2 Proposer's Executive Summary letter shall be signed by the Chairperson of the Indian Board of Directors or Governing Council with the following statement (at a minimum):

"The Board of Directors or Governing Board of (proposing organization name) will have the sole responsibility for the operation and management of the project as proposed in this proposal. The Board of Directors or Governing Board will set aside time in the 2nd, 3rd, and 4th quarters of operation of the program to meet with the Self-Governance Board or staff to discuss the on-going project operations.

*The Board of Directors or Governing Board agrees that (proposing organization name) will comply with the terms and conditions as set forth in **County of Los Angeles Community And Senior Services Community Services American Indian Block Grant Program Services Request For Proposals RFP NO. CSAIBG-1617** and the final contract terms as developed by the Self-Governance Board."*

- 3.2.2.3 Proposer's management, operation, and control of the proposed program must reside with a Board of Directors comprised of a majority of American Indians (50%+1) who meet the definition of Indian as included in the Indian Education Act, Title IX and must be able to provide proof of tribal enrollment or tribal ancestry.
- 3.2.2.4 Proposer must include in the Executive Summary a list of names and addresses of the Board of Directors or Governing Board with tribal affiliations included.

3.2.3 Commencement of Program Services

- 3.2.3.1 Proposer must be able to provide CSAIBG Program Services beginning January 1, 2017.

3.2.4 Proposer's Staffing

- 3.2.4.1 Proposer must currently have a Project Manager who meets all the requirements listed in Appendix B (Statement of Work) for CSAIBG Program Services.

3.2.5 Required Forms and Documentation

3.2.5.1 Proposer shall provide completed forms and documentation identified in Subparagraph 7.9.1.9 (Section F (Required Forms and Documentation)).

3.3 County's Review of Minimum Mandatory Qualifications

3.3.1 In order to determine whether Proposer meets the Minimum Mandatory Qualifications, County will review the information and documentation that Proposer submits to evidence that it meets the Minimum Mandatory Qualifications listed herein. County will conduct this review in order to determine whether or not the proposal will be evaluated. If County determines that Proposer has failed to meet all of the Minimum Mandatory Qualifications listed herein at the time that the proposal is submitted, County will immediately reject the proposal as non-responsive and Proposer will be given the option to pick-up its proposal from County's office within the timeframe and manner designated by County (i.e., when Proposer submits information/documentation which demonstrates that Proposer does not meet the Minimum Mandatory Qualifications, the proposal will not be evaluated).

4.0 COUNTY'S RIGHTS AND RESPONSIBILITIES

4.1 Representations Made by County Officers or Employees

4.1.1 County is not responsible for representations made by any of its officers or employees prior to the execution of the Subaward unless such understanding or representation is included in the Subaward.

4.2 Final Subaward by the Board of Supervisors

4.2.1 Notwithstanding a recommendation of County, agency, individual, or other, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of County. The Board of Supervisors is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

4.3 County Option to Reject Proposals

4.3.1 Proposers are hereby advised that this RFP is a solicitation for proposals only, and is not intended, and is not to be construed as, an offer to enter into a contract. County may, at its sole discretion, reject any or all proposals submitted in response to this RFP or may, in its sole discretion, reject all proposals and cancel this RFP

in its entirety. County shall not be liable for any costs incurred by Proposer in connection with the preparation and submission of any proposal. County reserves the right to waive inconsequential disparities in a submitted proposal.

4.4 County's Right to Amend Request for Proposals

4.4.1 County has the unlimited right to amend this RFP by written addendum at any time before the required submission date. County is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which County records indicate has received this RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of County. County is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

4.5 Background and Security Investigations

4.5.1 Background and security investigations of Successful Proposer(s) staff may be required at the discretion of County as a condition of beginning and continuing work under this Subaward. The cost of background checks is the responsibility of Subrecipient.

4.6 County's Quality Assurance Plan

4.6.1 After commencement of a Subaward, County or its agent will evaluate Successful Subrecipient's performance under the Subaward on a periodic basis. Such evaluation will include assessing Successful Subrecipient's compliance with all terms in the Subaward and performance standards identified in Appendix B (Statement of Work). A Subrecipient's deficiencies which County determines are severe, continuing or that may jeopardize performance of the Subaward may be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by County and Subrecipient. If improvement does not occur consistent with the corrective action measures, County may terminate the Subaward in whole or in part, or impose other penalties as specified in the Subaward.

5.0 PROPOSER'S REQUIREMENTS AND CERTIFICATIONS

5.1 Standard County Provisions

- 5.1.1 The provisions contained herein specify requirements that Proposer shall adhere to during the solicitation process and certifications that Successful Subrecipient(s) will be required to comply with upon commencement of the Subaward.

5.2 Notice to Proposers Concerning the Public Records Act

- 5.2.1 Responses to this solicitation shall become the exclusive property of County. Absent extraordinary circumstances, the recommended Proposer's proposal will become a matter of public record when the following occur: 1) Subaward negotiations are complete; 2) CSS receives a letter from the recommended Proposer's authorized officer that the negotiated Subaward is the firm offer of the recommended Proposer; and 3) CSS releases a copy of the recommended Proposer's proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055 (Services Contract Solicitation Protest).
- 5.2.2 Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when County's recommended Proposer appears on the Board of Supervisors' agenda.
- 5.2.3 Exceptions to disclosure are those parts or portions of the proposal that are justifiably defined as business or trade secrets, and plainly marked by Proposer as "Trade Secret", "Confidential" or "Proprietary".
- 5.2.4 County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. Proposers must specifically label only those provisions of their respective proposal which are "Trade Secret", "Confidential" or "Proprietary" in nature.
- 5.2.5 In the event that County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Trade Secret", "Confidential", or "Proprietary", Proposer agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with

any action, proceedings, or liability arising in connection with the Public Records Act request.

5.3 Contact with County Personnel

- 5.3.1 All contact regarding this RFP or any matter relating thereto must be in writing and shall be either mailed or e-mailed using the following information (please use only one (1) of these methods to contact County):

Mail

County of Los Angeles
Community and Senior Services
Contracts Management Division
Attention: Ms. Helen Kim
3175 West 6th Street, Room 403
Los Angeles, CA 90020-1708

E-mail

csaibgrfp@css.lacounty.gov

- 5.3.2 If it is discovered that Proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify Proposer's proposal from further consideration.

5.4 Mandatory Requirement to Register on County's WebVen

- 5.4.1 Proposer must register on County's WebVen. The WebVen contains the vendor's business profile and identifies the goods/services the vendor provides. Proposer can register on-line at <http://camisvr.co.la.ca.us/webven/>.

5.5 Protest Policy Review Process

- 5.5.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), prospective Proposer may request a review of the requirements under a solicitation for a Board of Supervisors-approved services contract, as described in Subparagraph 5.5.3 (Grounds for Review). Additionally, any actual Proposer may request a review of a disqualification or of a proposed Subaward under such a solicitation, as described respectively in Subparagraph 5.5.3 (Grounds for Review). It is the responsibility of Proposer challenging the decision of CSS to demonstrate that CSS

committed a sufficiently material error in the solicitation process to justify invalidation of a proposed Subaward.

- 5.5.2 Throughout the review process, County has no obligation to delay or otherwise postpone granting of the Subaward based on a Proposer protest. In all cases, County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

5.5.3 Grounds for Review

- 5.5.3.1 Unless State or Federal statutes or regulations provide otherwise, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 (Services Contract Solicitation Protest) are limited to the following:

5.5.3.1.1 Review of the solicitation requirements (reference Subparagraph 7.4 (Solicitation Requirements Review))

5.5.3.1.2 Review of a disqualified proposal (reference Subparagraph 8.3 (Disqualification Review))

5.5.3.1.3 Review of proposed Subrecipient selection (reference Subparagraphs 8.6.2 (Proposed Subrecipient Selection Review) and 8.6.3 (County Independent Review))

5.6 Injury and Illness Prevention Program

- 5.6.1 Subrecipient shall be required to comply with the State of California's Cal OSHA regulations. California Code of Regulations Title 8 Section 3203 requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

5.7 Confidentiality and Independent Contractor Status

- 5.7.1 As appropriate, Subrecipient shall comply with the confidentiality and the independent contractor status provisions contained in Appendix A (Sample Subaward), Subparagraphs 7.6 (Confidentiality) and 8.22 (Independent Contractor Status), respectively.

5.8 Conflict of Interest

5.8.1 No County employee whose position in County enables him/her to influence the selection of a Subrecipient for this RFP or any competing RFP, nor any spouse or economic dependent of such employee, shall be employed in any capacity by Proposer or have any other direct or indirect financial interest in the selection of a Subrecipient. Proposer shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Appendix D (Required Forms), Exhibit 5 (Certification of No Conflict of Interest).

5.9 Determination of Proposer Responsibility

5.9.1 A responsible Proposer is a Proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the Subaward. It is County's policy to conduct business only with responsible Proposers who are successful in the evaluation process and are granted a Subaward.

5.9.2 Proposers are hereby notified that, in accordance with Chapter 2.202 of the County Code, County may determine whether Proposer is responsible based on a review of Proposer's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by Proposer against public entities. Labor law violations which are the fault of Subcontractors and of which Proposer had no knowledge shall not be the basis of a determination that Proposer is not responsible.

5.9.3 County may declare Proposer to be non-responsible for purposes of this solicitation if the Board of Supervisors, in its discretion, finds that Proposer has done any of the following: 1) violated a term of a contract with County or a nonprofit corporation created by County; 2) committed an act or omission which negatively reflects on Proposer's quality, fitness or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or omission which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against County or any other public entity.

5.9.4 If there is evidence that the apparent highest ranked Proposer may not be responsible, CSS shall notify Proposer in writing of the evidence relating to Proposer's responsibility, and its intention to recommend to the Board of Supervisors that Proposer be found not

responsible. CSS shall provide Proposer and/or Proposer's authorized representative with an opportunity to present evidence as to why Proposer should be found to be responsible and to rebut evidence which is the basis for CSS' recommendation.

5.9.5 If Proposer presents evidence in rebuttal to CSS, CSS shall evaluate the merits of such evidence, and based on that evaluation, CSS shall make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of Proposer shall reside with the Board of Supervisors.

5.9.6 These terms shall also apply to proposed Lower-Tier Subrecipients (i.e., subcontractors) of Proposers on County contracts.

5.10 Proposer Debarment

5.10.1 Proposer is hereby notified that, in accordance with Chapter 2.202 of the County Code, County may debar Proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and County may terminate any or all of Proposer's existing contracts with County, if the Board of Supervisors finds, in its discretion, that Proposer has done any of the following: 1) violated a term of a contract with County or a nonprofit corporation created by County; 2) committed an act or omission which negatively reflects on Proposer's quality, fitness or capacity to perform a contract with County, any other public entity, or a nonprofit corporation created by County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or offense which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against County or any other public entity.

5.10.2 If there is evidence that the apparent highest ranked Proposer may be subject to debarment, CSS shall notify Proposer in writing of the evidence which is the basis for the proposed debarment, and shall advise Proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.

5.10.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. Proposer and/or Proposer's authorized representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether Proposer should be debarred, and, if so, the appropriate length of

time of the debarment. Proposer and CSS shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

5.10.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

5.10.5 If Proposer has been debarred for a period longer than five (5) years, Proposer may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if County finds that Proposer has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of County.

5.10.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where: 1) Proposer has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and, 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. The Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. The request for review of a debarment determination shall be decided by the Contractor Hearing Board pursuant to the same procedures used for a debarment hearing.

5.10.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

5.10.8 These terms shall also apply to proposed Subcontractors of Proposers on County contracts.

5.10.9 Appendix H (Listing of Contractors Debarred in Los Angeles County) provides a link to County's website where there is a listing of contractors that are currently on the debarment list for County of Los Angeles.

5.11 Adherence to County's Child Support Compliance Program

5.11.1 Proposer shall fully comply with all: 1) applicable State and Federal reporting requirements relating to employment reporting for its employees; and 2) lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain such compliance during the term of any Subaward that may be granted pursuant to this solicitation. Failure to comply may be cause for termination of Subaward or initiation of debarment proceedings against the non-compliant Subrecipient (County Code Chapter 2.202).

5.12 Gratuities

5.12.1 Attempt to Secure Favorable Treatment

5.12.1.1 It is improper for any County officer, employee or agent to solicit consideration, in any form, from Proposer with the implication, suggestion or statement that Proposer's provision of the consideration may secure more favorable treatment for Proposer in the granting of the Subaward or that Proposer's failure to provide such consideration may negatively affect County's consideration of Proposer's proposal. Proposer shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the granting of the Subaward.

5.12.2 Proposer Notification to County

5.12.2.1 Proposer shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to County manager charged with the supervision of the employee or to County of Los Angeles Auditor-Controller's Employee Fraud Hotline at (800) 544-6861. Failure to report such improper consideration may result in Proposer's submission being eliminated from consideration.

5.12.3 Form of Improper Consideration

5.12.3.1 Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment or tangible gifts.

5.13 Notice to Proposers Regarding the County Lobbyist Ordinance

5.13.1 The Board of Supervisors has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of Proposer to review the ordinance independently as the text of said ordinance is not contained within this RFP. Thereafter, Proposer must certify that each County Lobbyist, as defined by County Code Section 2.160.010, retained by Proposer is in full compliance with Chapter 2.160 of the County Code and each such County Lobbyist is not on County of Los Angeles Executive Office's List of Terminated Registered Lobbyists by completing Appendix D (Required Forms), Exhibit 6 (Familiarity with County's Lobbyist Ordinance Certification) and submitting it as part of the proposal.

5.14 Federal Earned Income Credit

5.14.1 Upon granting of the Subaward, Subrecipient shall notify its employees, and shall require each Lower Tier Subrecipient, if any, to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Appendix I (Internal Revenue Service Notice 1015).

5.15 Consideration of GAIN-GROW Participants for Employment

5.15.1 As a threshold requirement for consideration for the Subaward, Proposer shall demonstrate a proven record of hiring participants enrolled in County of Los Angeles Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunities for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if such participants meet the minimum qualifications for that opening. Proposer shall attest to a willingness to provide employed GAIN/GROW participants access

to Proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

5.15.2 Proposer who is unable to meet this requirement shall not be considered for Subaward. Proposer shall complete Appendix D (Required Forms), Exhibit 9 (Attestation of Willingness to Consider GAIN/GROW Participants) and submit it as part of the proposal.

5.16 Recycled Bond Paper

5.16.1 Proposer shall be required to comply with County's policy on recycled bond paper as specified in Appendix A (Sample Subaward), Subparagraph 8.39 (Recycled Bond Paper).

5.17 Safely Surrendered Baby Law

5.17.1 Upon granting of Subaward, Successful Subrecipient(s) shall notify and provide to its employees, and shall require each Lower Tier Subrecipient to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Appendix J (Safely Surrendered Baby Law) and it is also available on the Internet at www.babysafela.org for printing purposes.

5.18 Jury Service Program

5.18.1 Any resulting Subaward is subject to the requirements of County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (County Code, Chapter 2.203). Proposer shall carefully read the Jury Service Ordinance in Appendix G (Jury Service Ordinance) and the pertinent jury service provisions of Appendix A (Sample Subaward), Subparagraph 8.8 (Compliance with County's Jury Service Program), both of which are incorporated by reference into and made a part of this RFP. The Jury Service Program applies to both Subrecipient and its Lower Tier Subrecipient(s).

5.18.2 When the proposal fails to comply with the requirements of the Jury Service Program, it will be considered non-responsive and excluded from further consideration.

5.18.3 The Jury Service Program requires Subrecipient and its Lower Tier Subrecipient(s) to have and adhere to a written policy that provides that its employees shall receive from Subrecipient, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with Subrecipient or that Subrecipient

deduct from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of Subrecipient and "full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by County, or 2) Subrecipient has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of Contractor's full-time California employees, even those not working specifically on the Subaward project. Full-time employees providing short term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program.

5.18.4 There are two (2) ways in which Subrecipient might not be subject to the Jury Service Program. The first is if Subrecipient does not fall within the Jury Service Program's definition of "contractor". The Jury Service Program defines "contractor" (i.e., a Subrecipient) to mean a person, partnership, corporation or other entity which has a contract with County or a subcontract with a County contractor and has received or will receive an aggregate sum of fifty thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. The second is if Subrecipient meets one of the two exceptions to the Jury Service Program. The first exception involves small businesses and applies to Subrecipient: 1) having ten (10) or fewer employees; 2) earning annual gross revenues in the preceding twelve (12) months which, if added to the Maximum Annual Subaward Sum of the Subaward is less than five hundred thousand dollars (\$500,000); and, 3) when it is not an "affiliate or subsidiary of a business dominant in its field of operation". The second exception applies to Subrecipient that possesses a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. Subrecipient is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.

5.18.5 If Proposer does not fall within the Jury Service Program's definition of "contractor" or if it meets any of the exceptions to the Jury Service Program then Proposer must so indicate when completing Appendix D (Required Forms), Exhibit 10 (County of Los Angeles Contractor Employee Jury Service Program Certification and Application for Exception) and shall submit the completed form along with all necessary documentation to support the claim (such as tax returns or a collective bargaining agreement, if applicable) with its proposal. Upon reviewing Proposer's application, County will determine, in its sole discretion, whether Proposer falls within the Jury Service Program's definition of "contractor" or meets any of

the exceptions to the Jury Service Program. County's decision will be final.

5.19 Intentionally Omitted

5.20 Notification to County of Pending Acquisitions/Mergers by Proposer

5.20.1 Proposer shall notify County of any pending acquisitions/mergers of its company. This information shall be provided by Proposer on Appendix D (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire/Affidavit). Failure of Proposer to provide this information may eliminate its proposal from any further consideration. Proposer shall have a continuing obligation to notify County of changes to the information contained in Appendix D (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire/Affidavit) prior to the granting of the Subaward by providing a revised Appendix D (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire/Affidavit) to County upon the occurrence of any event giving rise to a change in its previously-reported information.

5.21 Proposer's Charitable Contributions Compliance

5.21.1 California's Supervision of Trustees and Fundraisers for Charitable Purposes Act ("Charitable Purposes Act") regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act are subject to its registration and reporting requirements. The 2004 Nonprofit Integrity Act (SB 1262, Chapter 919) increased Charitable Purposes Act requirements. Proposer shall carefully read Appendix N (Background and Resources - California Charities Regulation). New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fundraising practices and documentation. Charities with over two million dollars (\$2,000,000) of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

5.21.2 Proposer must determine if it receives or raises charitable contributions which subject it to the Charitable Purposes Act and shall complete Appendix D (Required Forms), Exhibit 20 (Charitable Contributions Certification). A completed Appendix A (Sample Subaward), Exhibit O (Charitable Contributions Certification) is a required part of the Subaward.

5.21.3 In Appendix D (Required Forms), Exhibit 20 (Charitable Contributions Certification), Proposer shall certify either that:

5.21.3.1 It has determined that it does not now receive or raise charitable contributions regulated under the Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if it becomes subject to coverage of those laws during the term of the Subaward, or

5.21.3.2 It is currently complying with its obligations under the Charitable Purposes Act, attaching a copy of its most recent filing with the Registry of Charitable Trusts.

5.21.4 Proposer that does not complete Appendix D (Required Forms), Exhibit 20 (Charitable Contributions Certification) and submit it along with its proposal may be disqualified from consideration for a Subaward at County's sole discretion. Subrecipient that fails to comply with its obligations under the Charitable Purposes Act is subject to Subaward termination, debarment proceedings or both. (County Code Chapter 2.202).

5.22 Defaulted Property Tax Reduction Program

5.22.1 The prospective subaward is subject to the requirements of County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program") (County Code Chapter 2.206). Proposer shall carefully read Appendix O (Defaulted Property Tax Reduction Program), and the pertinent provisions of Appendix A (Sample Subaward), Subparagraphs 8.51 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) and 8.52 (Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program), both of which are incorporated by reference into and made a part of this solicitation. The Defaulted Tax Program applies to both Subrecipient and its subcontractors (Lower Tier Subrecipients).

5.22.2 Proposer shall either certify that it is in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of the Subaward that may be granted pursuant to this solicitation or shall certify that it is exempt from the Defaulted Tax Program by completing Appendix D (Required Forms), Exhibit 22 (Certification of Compliance with County's Defaulted Property Tax Reduction Program). Failure to maintain compliance, or to timely cure defects, may be cause for termination of Subaward or initiation of debarment proceedings against non-compliant Subrecipient (Los Angeles County Code, Chapter 2.202).

5.22.3 Proposals that fail to comply with the certification requirements of the Defaulted Property Tax Program will be considered non-responsive and excluded from further consideration.

5.23 Time Off for Voting

5.23.1 Subrecipient shall notify its employees, and shall require each Lower Tier Subrecipient to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten (10) days before every statewide election, Subrecipient and its Lower Tier Subrecipients shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Elections Code Section 14000.

5.24 Minimum Wage Requirements

5.24.1 Pursuant to County Code Chapter 8.100 (Minimum Wage), County of Los Angeles has established the Los Angeles County Minimum Wage Ordinance ("Minimum Wage"). All employers (meaning any person, as defined in the California Labor Code, General Provisions, Section 18, including such person, association, organization, partnership, business trust, limited liability company, corporation, corporate officer or executive, who directly, indirectly or through an agent or any other person, including through the services of a temporary service or staffing agency or similar entity, employs or exercises control over the wages, hours or working conditions of any employee) shall pay their employees no less than the hourly rates set forth below:

5.24.1.1 Employers with twenty-six (26) or more employees shall pay employees a wage of no less than the following hourly rates:

5.24.1.1.1 On July 1, 2016, the hourly wage shall be \$10.50.

5.24.1.1.2 On July 1, 2017, the hourly wage shall be \$12.00.

5.24.1.1.3 On July 1, 2018, the hourly wage shall be \$13.25.

5.24.1.1.4 On July 1, 2019, the hourly wage shall be \$14.25.

- 5.24.1.1.5 On July 1, 2020, the hourly wage shall be \$15.00.
- 5.24.1.2 Employers with twenty-five (25) or fewer employees shall pay employees a wage of no less than the following hourly rates:
 - 5.24.1.2.1 On July 1, 2017, the hourly wage shall be \$10.50.
 - 5.24.1.2.2 On July 1, 2018, the hourly wage shall be \$12.00.
 - 5.24.1.2.3 On July 1, 2019, the hourly wage shall be \$13.25.
 - 5.24.1.2.4 On July 1, 2020, the hourly wage shall be \$14.25.
 - 5.24.1.2.5 On July 1, 2021, the hourly wage shall be \$15.00.
- 5.24.1.3 Beginning on July 1, 2022, the minimum wage will increase annually based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Los Angeles metropolitan area (Los Angeles-Riverside-Orange County, CA), which is published by the Bureau of Labor Statistics. Beginning in 2022, and continuing each year thereafter, on January 1 the County of Los Angeles Chief Executive Officer shall determine the adjusted rates which shall take effect on July 1 of that year and publish a bulletin announcing the adjusted rates.
- 5.24.1.4 For purposes of this Subparagraph, the number of employees employed by an employer shall be determined by calculating the average number of employees employed during the previous calendar year.
- 5.24.1.5 All employers who provide Program Services in Los Angeles County (including the unincorporated areas and any city) shall adhere to County's minimum wage requirements. As such, Proposer shall adhere to County's minimum wage requirements when Proposer is selected for a Subaward.

5.24.2 Entities who are exempt from the Los Angeles County Minimum Wage Ordinance include:

5.24.2.1 Any person not subject to, or exempt from, the State minimum wage, as provided under California Labor Code Section 1197 and wage orders published by the California Industrial Welfare Commission.

5.24.2.2 Public entities (including Federal, State, County and city entities (including school districts)).

5.25 Non-Discrimination and Affirmative Action

5.25.1 Proposer shall certify and agree that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

5.25.2 To this end, Proposer shall acknowledge its certification to, and comply with, the provisions of Appendix D (Required Forms), Exhibit 8 (Proposer's Equal Employment Opportunity Certification).

5.26 Protection of County Information Assets – Data Encryption Standards

5.26.1 The prospective Subaward is subject to the encryption requirements that are minimally set forth herein and those which are set forth in Appendix A (Sample Subaward), Subparagraph 9.18 (Information Technology, Security and Privacy Requirements). Proposer shall become familiar with these encryption requirements and those outlined in Appendix A (Sample Subaward) both of which are incorporated by reference into and made a part of this solicitation.

5.26.2 Proposer shall complete Appendix A (Sample Subaward), Exhibit AA (Subrecipient's Compliance with Encryption Requirements) by providing information about its encryption practices and certifying that it will be in compliance with the encryption requirements at the commencement of the prospective Subaward and shall maintain such compliance during the term of the prospective Subaward. Proposer's failure to comply with the certification requirements of this provision will render the proposal to be considered non-responsive and subject proposal to rejection/exclusion from further consideration.

5.26.3 Proposer's use of remote servers (e.g., cloud storage, Software-as-a-Service (SaaS)) for storage of County Information Assets shall be disclosed by Proposer in Appendix A (Sample Subaward), Exhibit

AA (Subrecipient's Compliance with Encryption Requirements). In the event that Proposer is granted a Subaward, use of remote servers for storage of County Information Assets must be pre-approved in writing by County. Any use of remote servers may subject Proposer to additional encryption requirements for such remote servers.

5.26.4 Encryption Standards for Stored Data

5.26.4.1 Proposer's and Lower Tier Subrecipient's workstations and portable devices (e.g., wearables, tablets, thumb drives, external hard drives, etc.) require encryption (i.e., software and/or hardware) in accordance with:

5.26.4.1.1 Federal Information Processing Standard Publication (FIPS) 140-2

5.26.4.1.2 National Institute of Standards and Technology (NIST) Special Publication 800-57 Recommendation for Key Management – Part 1: General (Revision 3)

5.26.4.1.3 NIST Special Publication 800-57 Recommendation for Key Management – Part 2: Best Practices for Key Management Organization

5.26.4.1.4 NIST Special Publication 800-111 Guide to Storage Encryption Technologies for End User Devices

5.26.4.1.5 Advanced Encryption Standard (AES) with cipher strength of 256-bit is minimally required.

5.26.5 Encryption Standards for Transmitted Data

5.26.5.1 All transmitted (e.g., network) County Information Assets require encryption in accordance with:

5.26.5.1.1 NIST Special Publication 800-52 Guidelines for the Selection and Use of Transport Layer Security Implementations

5.26.5.1.2 NIST Special Publication 800-57 Recommendation for Key Management – Part 3: Application-Specific Key Management Guidance

6.0 COUNTY'S PREFERENCE PROGRAMS

6.1 County Policy on Doing Business with Small Business

- 6.1.1 County has multiple programs that address small businesses. The Board of Supervisors encourages small business participation in County's contracting process by constantly streamlining and simplifying County's selection process and expanding opportunities for small businesses to compete for County's business. Please refer to Appendix F (County of Los Angeles Policy on Doing Business with Small Business) for additional information.
- 6.1.2 The Local Small Business Enterprise Preference Program requires Proposer to complete a certification process. This Program and how to obtain certification are further explained in Subparagraph 6.2 (Local Small Business Enterprise Preference Program).
- 6.1.3 The Jury Service Program provides an exception to the Program if Proposer qualifies as a small business. Further explanation of the Jury Service Program is provided in Subparagraph 5.18 (Jury Service Program).

6.2 Local Small Business Enterprise Preference Program

- 6.2.1 County will give Local Small Business Enterprise ("Local SBE") Preference during this solicitation process to Proposers that meet the definition of a Local SBE, consistent with County Code Chapter 2.204.030C.2, to extent allowable by law.
- 6.2.2 Proposer may qualify to request the Local SBE Preference in this solicitation when Proposer meets either of the following criteria:
 - 6.2.2.1 Proposer's organization is certified as small by U.S. Small Business Administration ("SBA").
 - 6.2.2.2 Proposer's organization is registered as small on the Federal Central Contractor Registration database.
- 6.2.3 To request the preference, Proposer must complete Appendix D (Required Forms), Exhibit 7 (Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information) and submit it with its proposal. Sanctions and financial penalties may apply to Proposer that knowingly, and with intent to defraud, seeks to obtain or maintain the Local SBE Preference.

6.3 Local Small Business Enterprise Prompt Payment Program

- 6.3.1 It is the intent of County that certified Local SBEs receive prompt payment for services they provide to County. Prompt payment shall mean that County will process an undisputed invoice within fifteen (15) calendar days after receipt of such invoice.

6.4 Disabled Veteran Business Enterprise Preference Program

- 6.4.1 County will give preference during this solicitation process to Proposers that meet either of the following criteria for a Disabled Veteran Business Enterprise ("DVBE"), consistent with County Code Chapter 2.211:
- 6.4.1.1 Proposer's organization is certified by the State of California Department of General Services ("DGS"), Procurement Division ("PD"), Office of Small Business and DVBE Services ("OSDS") as a Disabled Veteran Business Enterprise.
 - 6.4.1.2 Proposer's organization is certified by U.S. Department of Veterans Affairs as a Service Disabled Veteran Owned Small Business ("SDVOSB").
- 6.4.2 Information about the State's DVBE certification regulations is found in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the State of California DGS PD OSDS website (<http://www.pd.dgs.ca.gov/>).
- 6.4.3 Information on the Department of Veteran Affairs' SDVOSB certification regulations is found in Title 38 Code of Federal Regulations Part 74 and is also available on the Department of Veterans Affairs website (<http://www.vetbiz.gov/>).
- 6.4.4 Certified DVBE Proposers may request the preference in their proposals and may not request the preference unless the certification process has been completed and certification is affirmed by either State of California DGS PD OSDS or U.S. Department of Veterans Affairs.
- 6.4.5 In no case shall the DVBE Preference Program price or scoring preference be combined with any other County preference program to exceed eight percent (8%) in response to this solicitation.
- 6.4.6 Sanctions and financial penalties may apply to Proposer that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a DVBE.

- 6.4.7 To request the DVBE Preference, Proposer must complete Appendix D (Required Forms), Exhibit 23 (Request for Disabled Veteran Business Enterprise Preference Program Consideration) and submit it along with all supporting documentation with its proposal.

6.5 Transitional Job Opportunities Preference Program

- 6.5.1 In evaluating proposals, County will give preference to Proposers that are certified by County as Transitional Job Opportunities (TJO) vendors, consistent with County Code Chapter 2.205. Proposer may be certified as a TJO vendor if all of the following criteria are met:

6.5.1.1 Proposer is a non-profit organization recognized as tax exempt pursuant to Section 501 (3) (c) of the Internal Revenue Service code and has been such for at least three (3) years.

6.5.1.2 Under penalty of perjury, Proposer shall set forth such information as requested by County on either electronic or hard copy forms, along with its application form (Appendix D (Required Forms), Exhibit 21 (Transitional Job Opportunities Preference Program Application)) and three (3) most recent annual tax returns all of which shall be submitted with the proposal.

6.5.1.3 Proposer must have been in operation for at least one (1) year providing transitional jobs and the related supportive services to program participants.

- 6.5.2 Proposer shall also provide the following information:

6.5.2.1 A profile of its program participants (e.g., homeless individuals, individuals with addictions, at-risk youths, etc.).

6.5.2.2 A description of the entity's program components designed to help program participants transition towards unsubsidized competitive employment, including a description of the supportive services offered to participants.

6.5.2.3 The number of past program participants.

6.5.2.4 Any other information requested by County.

- 6.5.3 Transitional Job Opportunities Proposers may request the preference in their proposals and may not receive the preference until certification has been affirmed by County. County must verify the TJO vendor certification prior to applying the preference. Sanctions and financial penalties may apply to Proposers that knowingly, and with intent to defraud, seek to obtain or maintain certification as TJO vendors.
- 6.5.4 To request the TJO Preference, Proposer must complete Appendix D (Required Forms), Exhibit 21 (Transitional Job Opportunities Preference Program Application) and submit it along with all supporting documentation with its proposal.

7.0 PROPOSAL SUBMISSION REQUIREMENTS

7.1 Key Solicitation Information

- 7.1.1 This Paragraph contains key solicitation information such as dates and activities as well as instructions to Proposer on how to prepare and submit its proposal.
- 7.1.2 Proposer shall submit a proposal identifying all allowable CSAIBG Program Services under Appendix B, Statement of Work, which Proposer plans to provide.

7.2 Truth and Accuracy of Representations

- 7.2.1 False, misleading, incomplete, or deceptively unresponsive statements made in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at County's sole judgment and this judgment shall be final. All proposals shall be firm and final offers and may not be withdrawn for a period of one hundred eighty (180) days following the final proposal submission date.

7.3 RFP Timetable

Activity	Date
Release of RFP	Thursday, 9/08/16
Request for a Solicitation Requirements Review Due	Thursday, 9/22/16
Proposers Conference	Thursday, 9/15/16
Written Questions Due	Thursday, 9/22/16
Final Questions and Answers Released (on or around)	Thursday 9/29/16
Proposal Due Date (Pacific Standard Time)	Tuesday, 10/11/16 (12:00 p.m., PST)

Activity	Date
Completion of Evaluation	Friday, 10/28/16
Notification of Proposed Subaward (mailed) (on or around)	Monday, 11/07/16
Effective Date to Commence Subaward Services	01/01/2017

7.4 Solicitation Requirements Review

- 7.4.1 Any person or entity may seek a Solicitation Requirements Review when that person or entity can demonstrate that it would have submitted a proposal in response to this solicitation except that a requirement or a provision in the solicitation document created an unfair disadvantage to that person or entity. To request this Review, complete Appendix E (Request for Proposals (RFP) Transmittal to Request a Solicitation Requirements Review) and submit it to CSS as described in this Subparagraph. A request for a Solicitation Requirements Review may be denied, at CSS' sole discretion, if the request does not satisfy all of the following criteria:
- 7.4.2 The request for a Solicitation Requirements Review shall be submitted within ten (10) business days of the issuance of the solicitation;
- 7.4.3 The request for a Solicitation Requirements Review shall include documentation which demonstrates the underlying ability of the person or entity to submit a proposal;
- 7.4.4 The request for a Solicitation Requirements Review shall itemize, in appropriate detail, each matter contested and factual reasons for the requested review; and
- 7.4.5 The request for a Solicitation Requirements Review shall assert either that:
- 7.4.5.1 Application of the Minimum Mandatory Qualifications, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
- 7.4.5.2 Due to unclear instructions, the process may result in County not receiving the best possible responses from Proposers.
- 7.4.6 The Solicitation Requirements Review shall be conducted by CSS and CSS' determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.

7.5 Proposer's Questions

- 7.5.1 Proposers may submit written questions regarding this RFP by mail or e-mail to the individual identified in Subparagraph 7.5.3. All questions must be received by **Thursday, September 22, 2016** and must be in writing. Without identifying the submitting company, all questions along with their corresponding answers will be compiled into a question and answer document ("Q & A"). The Q & A document will be posted on County's website at <http://css.lacounty.gov> (select 'Business Opportunities with CSS').
- 7.5.2 When submitting questions, please specify the document name/title (i.e., solicitation document, Appendix B (Statement of Work), Appendix A (Sample Subaward), etc.), Paragraph/Subparagraph number, title and page number(s) and quote the language that prompted the question. This will ensure that the item in question can be quickly identified in this RFP. County reserves the right to group similar questions when providing answers on the Q & A document.
- 7.5.3 Questions may address Proposer's concerns about the RFP document, process or requirements. All questions should be submitted to County by either mail or e-mail as follows (please use only one (1) of these methods to send questions):

Mail

County of Los Angeles
Community and Senior Services
Contracts Management Division
Attention: Ms. Helen Kim
3175 West 6th Street, Room 403
Los Angeles, CA 90020-1708

E-mail

csaibgrfp@css.lacounty.gov

7.6 Intentionally Omitted

7.7 Proposer's Conference

- 7.7.1 A Proposer's Conference will be held to discuss this RFP. At that time, County staff will respond to questions from Proposers. The Conference is scheduled as follows:

Date and Time

Thursday, September 15, 2016 at 10:00 a.m. – 12:00 p.m.

Location

County of Los Angeles
Community and Senior Services
3175 West 6th Street
Collaboration Room 105
Los Angeles, CA 90020-1708

- 7.7.2 The Proposer's Conference will begin promptly at **10:00 a.m.** and will conclude at 12:00 p.m. or once all questions have been addressed, whichever is sooner. Proposers are advised to arrive timely to ensure that they can participate in the Conference. Once the Conference has concluded, late arrivals will not be allowed.
- 7.7.3 Free parking for the Proposer's Conference is available on a first-come first-served basis in the Shatto Place parking structure located at 523 Shatto Place, Los Angeles, CA 90020. To park in the structure, please send a written request by e-mail no later than Tuesday, September 13, 2016 to the following address: csaibgrfp@css.lacounty.gov. Please include the following information in the subject line of the e-mail: "Parking for CSAIBG Proposer's Conference". Also note that metered parking is available within walking distance in the surrounding areas.
- 7.7.4 Attendees are encouraged to bring a copy of the RFP to the Proposer's Conference. No copies of the RFP will be distributed at the Conference.

7.8 Proposal Format

7.8.1 Proposals for CSAIBG Program Services

- 7.8.1.1 In order to apply for CSAIBG Program Services, Proposer shall submit a complete proposal identifying all allowable Services under Appendix B, Statement of Work, which Proposer intends to provide.
- 7.8.1.2 The complete proposal shall include the Minimum Mandatory Qualifications, Business Proposal and Cost Proposal as described below.
- 7.8.1.2.1 The Minimum Mandatory Qualifications include those items described in Paragraph 3.0 (Proposer's Minimum Mandatory Qualifications) and Subparagraph 7.9.1 (Minimum Mandatory Qualifications Format).

- 7.8.1.2.2 The Business Proposal includes both required forms and narratives detailing Proposer's qualifications and approach to providing the Program Services as described in Subparagraph 7.9.2 (Business Proposal Format).
 - 7.8.1.2.3 The Cost Proposal includes both required forms and narratives detailing all proposed cost elements as described in Subparagraph 7.9.3 (Cost Proposal Format).
- 7.8.2 The proposal (i.e., Minimum Mandatory Qualifications, Business Proposal and Cost Proposal) shall be bound together in one (1) 3-ring binder and submitted in the prescribed format. As specified in Subparagraph 7.11 (Proposal Submission), Proposer shall submit one (1) original hardcopy proposal in a binder and four (4) duplicate hardcopies of the proposal in four (4) binders for a total of five (5) hardcopy proposals in five (5) binders. The original hardcopy proposal shall be clearly identified on the front of the binder using the words "Original Proposal". Proposer shall also store a clearly legible copy of the proposal on either a thumb drive or flash drive and shall submit two (2) electronic versions of the proposal (i.e., Proposer shall submit two (2) thumb drives containing the proposal). The electronic version of the proposal shall be in the form of a PDF/scanned document; Word or Excel versions of the proposal are **not** acceptable. Any proposal that deviates from this prescribed format may be deemed as non-responsive and may be rejected without further review at County's sole discretion.
- 7.8.3 Proposals shall be typed using 12 point Arial font and printed on 8 ½" by 11" paper, with 1" margins on each side. Each narrative paragraph shall be single-spaced between each line and double-spaced between paragraphs. Include information in footers to identify each page; this information shall include Proposer's name, page number, RFP title and Program Services.
- 7.8.4 Proposer shall use references to identify every response in the proposal by using one of the following methods:
 - 7.8.4.1 Method 1 (for Sections only): Section; Section letter; and, Section title (e.g., Section D (Proposer's Staffing)).
 - 7.8.4.2 Method 2 (for Sections with Subsections): Section; Section letter; Section title; Subsection; Subsection letter; and Subsection title (e.g., Section E (Required Forms

and Documentation) Subsection E-2 (Required Documentation)).

- 7.8.5 Each Section of the proposal shall be tabbed and clearly identified in the Table of Contents and shall follow the order specified in Subparagraph 7.9 (Preparing the Proposal in Response to the RFP). All attachments must be inserted immediately after the Section/Subsection to which Proposer is responding. Each attachment shall be clearly labeled/identified.
- 7.8.6 For the Minimum Mandatory Qualifications, the limit for all narrative responses combined is a total of fifteen (15) single-sided pages (i.e., Proposer's narrative responses to the Minimum Mandatory Qualifications shall not exceed fifteen (15) single-sided pages). This page limit does not apply to exhibits or other attachments (i.e., attachments are not counted toward the 15-page limit).
- 7.8.7 For the Business Proposal, the limit for all narrative responses combined is a total of twenty (20) single-sided pages (i.e., Proposer's narrative responses to the Business Proposal shall not exceed twenty (20) single-sided pages). This page limit does not apply to exhibits or other attachments (i.e., attachments are not counted toward the 20-page limit).
- 7.8.8 For the Cost Proposal, the limit for all narrative responses combined is a total of ten (10) single-sided pages (i.e., Proposer's narrative responses to the Cost Proposal shall not exceed ten (10) single-sided pages). This page limitation does not apply to exhibits or other attachments (i.e., attachments are not counted toward the 10-page limit).
- 7.8.9 All forms that are required to be submitted in the proposal and require a signature, shall be signed by Proposer's authorized representative (the individual who is authorized to sign legally binding documents on behalf of Proposer's organization where such authorization has been decreed through organization's board resolution or other authorizing document).

7.9 Preparing the Proposal in Response to the RFP

7.9.1 Minimum Mandatory Qualifications Format

- 7.9.1.1 When preparing the proposal, the first part shall start with the Minimum Mandatory Qualifications. Proposer shall follow the format described herein. The content and sequence of the Minimum Mandatory Qualifications must be as follows:

- 7.9.1.1.1 MMQ Cover Page
- 7.9.1.1.2 Table of Contents
- 7.9.1.1.3 Section A (Proposer's Organization)
- 7.9.1.1.4 Section B (Proposer's Background and Experience)
- 7.9.1.1.5 Section C (Commencement of Program Services)
- 7.9.1.1.6 Section D (Proposer's Staffing)
- 7.9.1.1.7 Section E (Required Forms and Documentation)
- 7.9.1.2 **MMQ Cover Page**
 - 7.9.1.2.1 Identify this part of the proposal as the Minimum Mandatory Qualifications and include the RFP title, RFP number and Proposer's name.
- 7.9.1.3 **Table of Contents**
 - 7.9.1.3.1 Sequentially list all material included in the Minimum Mandatory Qualifications. Proposer shall use references to identify every response in the proposal by using one of the following methods:
 - 7.9.1.3.1.1 Method 1 (for Sections only): Section [Section letter] (Section title) Page [number] (e.g., Section D (Proposer's Staffing Page 12)).
 - 7.9.1.3.1.2 Method 2 (for Sections with Subsections): Section [Section letter] (Section title) Subsection [Subsection letter] (Subsection title) Page [number] (e.g., Section E (Required Forms and Documentation) Subsection E-2 (Required Documentation) Page 30).

7.9.1.4 **Section A (Proposer's Organization)**

7.9.1.4.1 **Subsection A-1 (Proposer's Organization Questionnaire/Affidavit)**

7.9.1.4.1.1 Proposer shall complete the entirety of Appendix D (Required Forms), Exhibit 1 (Proposer's Organization Questionnaire/ Affidavit) and Appendix D (Required Forms), Exhibit 12 (Certification of Independent Price Determination and Acknowledgement of Request for Proposal Restrictions) and submit these forms as part of Section A (Proposer's Organization), Subsection A-1 (Proposer's Organization Questionnaire/Affidavit) of the proposal.

7.9.1.4.1.2 Proposer's organization must be classified as one of the following: public/government entity or non-profit organization.

7.9.1.4.1.3 Proposer's authorized representative shall sign and date these forms. The person signing these forms must be authorized to sign legally binding documents on behalf of Proposer's organization where such authorization has been decreed through organization's board resolution or other authorizing document.

7.9.1.4.2 **Subsection A-2 (Required Support Documents for Corporations, Limited Liability Companies and Limited Partnerships)**

7.9.1.4.2.1 Taking into account the structure of Proposer's

organization, Proposer shall determine which of the supporting documents listed in Subparagraphs 7.9.1.4.2.4 (Corporations and Limited Liability Companies Support Documents) and 7.9.1.4.2.5 (Limited Partnership Support Documents) that County requires. Proposer shall submit the appropriate documentation as part of Section A (Proposer's Organization), Subsection A-2 (Required Support Documents for Corporations, Limited Liability Companies and Limited Partnerships) of the proposal. Proposer shall clearly label/identify each document.

7.9.1.4.2.2 If Proposer's organization does not fit into one (1) of these categories, upon receipt of the proposal or at some later time, County may, in its sole discretion, request additional documentation regarding Proposer's business organization and authority of individuals to sign Contracts.

7.9.1.4.2.3 If Proposer does not have these required documents available at the time of proposal submission, Proposer must request the appropriate documents from California Secretary of State. Proposer shall prepare a statement describing the status of this request. Proposer shall submit this description along with documented evidence (written confirmation showing that Proposer has requested this information) as part of Section A (Proposer's Organization),

Subsection A-2 (Required Support Documents for Corporations, Limited Liability Companies and Limited Partnerships) of the proposal.

7.9.1.4.2.4 Corporations and Limited Liability Companies Support Documents

1. Certificate of Good Standing (as filed with the State of incorporation/organization)
2. Statement of Information (a conformed copy of the most recent filing with the California Secretary of State, listing corporate officers or members and managers)

7.9.1.4.2.5 Limited Partnership Support Documents

1. Certificate of Limited Partnership (conformed copy)
2. Application for Registration of Foreign Limited Partnership (as filed with the California Secretary of State, and any amendments thereto)

7.9.1.4.3 Subsection A-3 (Board of Directors' Authorization Warranty)

- 7.9.1.4.3.1** Proposer represents and warrants that the person signing this proposal on behalf of Proposer is an authorized agent who has actual authority to bind Proposer to each and every term, condition, and obligation of this RFP and that all

requirements have been fulfilled to provide such actual authority.

7.9.1.4.3.2 To support this warranty, Proposer shall provide its Board of Directors' Authorization Warranty which shall include (at a minimum) the following elements:

1. Warranty may take the form of a resolution, order, motion or letter (on Proposer organization's official letterhead) from Proposer's governing body (e.g., Board of Directors, City Council, etc.).
2. At a minimum, the warranty shall include a reference to this RFP; authorize submission of the proposal on behalf of Proposer's organization in response to this RFP; indicate the person who is authorized to sign this proposal, bind Proposer to Subaward (and any amendments or addendums thereto), and approve and accept Subaward funds on behalf of Proposer's organization.

7.9.1.5 Section B (Proposer's Background and Experience)

7.9.1.5.1 Proposer shall submit an Executive Summary on agency letterhead providing relevant background information that demonstrates how Proposer meets the minimum five (5) consecutive years of experience (experience obtained within the past ten (10) years) in providing CSAIBG Program Services to Clients in Los Angeles County (or providing services which are substantially similar to

those stated in Appendix B (Statement of Work), Section 10.0 (Specific Work Requirements)).

- 7.9.1.5.2 The Executive Summary shall be signed by the Chairperson of the Indian Board of Directors or Governing Council with the following statement (at a minimum):

“The Board of Directors or Governing Board of (proposing organization name) will have the sole responsibility for the operation and management of the project as proposed in this proposal. The Board of Directors or Governing Board will set aside time in the 2nd, 3rd, and 4th quarters of operation of the program to meet with the Self-Governance Board or staff to discuss the on-going project operations.

The Board of Directors or Governing Board agrees that [proposing organization name] will comply with the terms and conditions as set forth in County of Los Angeles Community And Senior Services Community Services American Indian Block Grant Program Services Request For Proposals RFP NO. CSAIBG-1617 and the final contract terms as developed by the Self-Governance Board.”

- 7.9.1.5.3 The Executive Summary shall demonstrate how the Proposer’s management, operation, and control of the proposed program must reside with a Board of Directors comprised of a majority of American Indians (50%+1) who meet the definition of Indian as included in the Indian Education Act, Title IX and must be able to provide proof of tribal enrollment or tribal ancestry.

- 7.9.1.5.4 Proposer shall include in the Executive Summary a listing of names and addresses of the Board of Directors or Governing Board with tribal affiliations included.

7.9.1.5.5 Proposer shall submit the Executive Summary as part of Section B (Proposer's Background and Experience) of the proposal.

7.9.1.6 Section C (Commencement of Program Services)

7.9.1.6.1 Proposer shall provide a statement asserting that it shall provide CSAIBG Program Services beginning January 1, 2017.

7.9.1.6.2 Proposer shall submit this statement for CSAIBG Program Services as part of Section C (Commencement of Program Services) of the proposal.

7.9.1.7 Section D (Proposer's Staffing)

7.9.1.7.1 Mandatory Staffing for CSAIBG Program Services

7.9.1.7.1.1 Proposer must indicate whether or not it currently has the mandatory staff of a Project Manager who meets all the requirements listed in Appendix B (Statement of Work) in order to carry out the requirements of CSAIBG Program Services.

7.9.1.7.1.2 Proposer shall describe the education, experience and qualifications of Proposer's Project Manager.

7.9.1.7.1.3 Proposer shall provide copies of all required and applicable certifications, licenses, diplomas, resumes and job specifications for its Project Manager.

7.9.1.7.1.4 Proposer shall submit the narrative description and supporting documentation in that order as part of Section D (Proposer's Staffing) of the proposal.

7.9.1.8 Section E (Required Forms and Documentation)

7.9.1.8.1 Subsection E-1 (Required Forms)

7.9.1.8.1.1 Proposer shall complete, sign and date the forms listed in Appendix D (Required Forms). Some of these forms listed under Subparagraph 7.9.1.9.1.2 below have been marked as “INTENTIONALLY OMITTED FROM SUBSECTION E-1”. In these cases, these forms are being intentionally omitted from this Subsection because they are included in other Sections/Subsections of the proposal (a reference is provided for each such form).

7.9.1.8.1.2 Proposer shall submit all of its completed forms as part of Section E (Required Forms and Documentation) Subsection E-1 (Required Forms) of the proposal in the same order that the forms are listed below:

1. Exhibit 1 (Proposer’s Organization Questionnaire/Affidavit).
INTENTIONALLY
OMITTED FROM
SUBSECTION E-1: This form shall be submitted as part of the Minimum Mandatory Qualifications in Subparagraph 7.9.1.4.1, Subsection A-1 (Proposer’s Organization Questionnaire/Affidavit).
2. Exhibit 2 (Proposer’s References).
INTENTIONALLY
OMITTED FROM
SUBSECTION E-1: This

form shall be submitted as part of the Business Proposal in Subparagraph 7.9.2.4.4, Subsection A-1 (Proposer's References).

3. Exhibit 3 (Proposer's List of Contracts with Public Entities).

INTENTIONALLY

OMITTED FROM SUBSECTION E-1: This form shall be submitted as part of the Business Proposal in Subparagraph 7.9.2.4.4, Subsection A-1 (Proposer's References).

4. Exhibit 4 (Proposer's List of Terminated Contracts).

INTENTIONALLY

OMITTED FROM SUBSECTION E-1: This form shall be submitted as part of the Business Proposal in Subparagraph 7.9.2.4.4, Subsection A-1 (Proposer's References).

5. Exhibit 5 (Certification of No Conflict of Interest)

6. Exhibit 6 (Familiarity with County's Lobbyist Ordinance Certification)

7. Exhibit 7 (Request for Local SBE Preference Program Consideration and CBE Firm/ Organization Information).

INTENTIONALLY

OMITTED FROM SUBSECTION E-1: This form shall be submitted as part of the Cost Proposal in Subparagraph 7.9.3.7,

Section D (Preference Programs).

8. Exhibit 8 (Proposer's Equal Employment Opportunity Certification)
9. Exhibit 9 (Attestation of Willingness to Consider GAIN/GROW Participants)
10. Exhibit 10 (County of Los Angeles Contractor Employee Jury Service Program Certification and Application for Exception)
11. Exhibit 11 (Pricing Sheet – Intentionally Omitted)
12. Exhibit 12 (Certification of Independent Price Determination and Acknowledgement of Request for Proposal Restrictions).
INTENTIONALLY
OMITTED FROM
SUBSECTION E-1: This form shall be submitted as part of the Minimum Mandatory Qualifications in Subparagraph 7.9.1.4.1, Subsection A-1 (Proposer's Organization Questionnaire/Affidavit).
13. Exhibit 13 (Budget Sheet – Intentionally Omitted)
14. Exhibit 14 (Employee Benefits Sheet – Intentionally Omitted)
15. Exhibit 15 (Living Wage Program Contractor Non-Responsibility Debarment Acknowledgement and

Statement of Compliance
– Intentionally Omitted)

16. Exhibit 16 (Living Wage Program Labor, Payroll and Debarment History Acknowledgement and Statement of Compliance – Intentionally Omitted)
17. Exhibit 17 (Living Wage Program Living Wage Declaration – Intentionally Omitted)
18. Exhibit 18 (Living Wage Program Application for Exemption – Intentionally Omitted)
19. Exhibit 19 (Living Wage Program Staffing Plan – Intentionally Omitted)
20. Exhibit 20 (Charitable Contributions Certification)
21. Exhibit 21 (Transitional Job Opportunities Preference Program Application).
INTENTIONALLY
OMITTED FROM
SUBSECTION E-1. This form shall be submitted as part of the Cost Proposal in Subparagraph 7.9.3.7, Section D (Preference Programs).
22. Exhibit 22 (Certification of Compliance with County's Defaulted Property Tax Reduction Program)
23. Exhibit 23 (Request for Disabled Veteran Business Enterprise

Preference Program
Consideration).
INTENTIONALLY
OMITTED FROM
SUBSECTION E-1: This
form shall be submitted as
part of the Cost Proposal
in Subparagraph 7.9.3.7,
Section D (Preference
Programs).

24. Exhibit 24 (Proposed
Program Services for
CSAIBG Services).
INTENTIONALLY
OMITTED FROM
SUBSECTION E-1: This
form shall be submitted as
part of the Cost Proposal
in Subparagraph 7.9.3.4,
Section A (Proposed
Program Services for
CSAIBG Services).

25. Exhibit 25 (Proposed
Budget for CSAIBG
Services).
INTENTIONALLY
OMITTED FROM
SUBSECTION E-1: This
form shall be submitted as
part of the Cost Proposal
in Subparagraph 7.9.3.5,
Section B (Proposed
Budget for CSAIBG
Program Services).

26. Exhibit 26 (Proposed List
of Lower Tier Subawards)

7.9.1.8.2 **Subsection E-2 (Required Documentation)**

7.9.1.8.2.1 Proposer shall submit copies of
its organization documents as
listed below. Unless otherwise
specified, these documents
shall be current as of the date

of the proposal submission. For each document, place a tabbed sheet in front of it to identify the document. Proposer shall submit these documents as part of Section E (Required Forms and Documentation) Subsection E-2 (Required Documentation) of the proposal in the same order that the forms are listed below:

1. Organization Chart: Include the staff whose time (and any portion thereof) will be spent working on the Program Services.
2. Board of Directors' Roster
3. Federal Tax Exempt Status Letter: If applicable to Proposer's organization; if not applicable, indicate "Intentionally Omitted" on a blank sheet.
4. Business license (if applicable)
5. By-laws, City Charter or Joint Powers Agreement
6. Articles of Incorporation: Include the Articles of Incorporation and any amendments thereto.
7. Insurance: Proposer shall provide proof of its ability to procure and maintain insurance coverage at the levels required in Appendix A (Sample Subaward), Subparagraph 8.25 (Insurance

Coverage). A copy of the certificate of insurance, a letter evidencing self-insurance, or a copy of a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the Proposer receive the Subaward (if the Proposer does not currently have the required coverage) are acceptable.

7.9.2 Business Proposal Format

7.9.2.1 The content and sequence of the Business Proposal must be as follows:

7.9.2.1.1 Business Proposal Cover Page

7.9.2.1.2 Table of Contents

7.9.2.1.3 Section A (Proposer's Qualifications)

7.9.2.1.4 Section B (Proposer's Approach to Providing Required Services)

7.9.2.1.5 Section C (Proposer's Quality Control Plan)

7.9.2.1.6 Section D (Proposer's Green Initiatives)

7.9.2.1.7 Section E (Financial Capability)

7.9.2.1.8 Section F (Acceptance of/Exceptions to Sample Subaward Terms and Conditions and Statement of Work Requirements)

7.9.2.2 Business Proposal Cover Page

7.9.2.2.1 Identify this part of the proposal as the Business Proposal and include the RFP title, RFP number and Proposer's name.

7.9.2.3 Table of Contents

7.9.2.3.1 Sequentially list all material included in the Business Proposal. Proposer shall use

references to identify every response in the proposal by using one of the following methods:

7.9.2.3.1.1 Method 1 (for Sections only): Section [Section letter] (Section title) Page [number] (e.g., Section D (Proposer's Staffing) Page 12).

7.9.2.3.1.2 Method 2 (for Sections with Subsections): Section [Section letter] (Section title) Subsection [Subsection letter] (Subsection title) Page [number] (e.g., Section E (Required Forms and Documentation) Subsection E-2 (Required Documentation) Page 30).

7.9.2.4 Section A (Proposer's Qualifications)

7.9.2.4.1 Proposer shall provide references to substantiate its qualifications. It is Proposer's sole responsibility to ensure that the reference's name, and point of contact's name, title, phone number and email address are accurate. The same references may be listed on Appendix D (Required Forms), Exhibit 2 (Proposer's References) and Appendix D (Required Forms), Exhibit 3 (Proposer's List of Contracts with Public Entities) if the reference falls within both categories.

7.9.2.4.2 County reserves the option to contact references by telephone, mail or e-mail to ascertain Proposer's qualifications and accountability/fitness. In the event that County elects to call the references, County will contact Proposer's references during normal business hours, Monday – Friday (8:00 a.m. to 5:00 p.m.).

7.9.2.4.3 County may disqualify Proposer as non-responsive and/or non-responsible if any of the following occur:

7.9.2.4.3.1 References fail to substantiate Proposer's description of the services it provided.

7.9.2.4.3.2 References fail to support that Proposer has a continuing pattern of utilizing capable, productive and skilled personnel.

7.9.2.4.3.3 County is unable to reach the point of contact with reasonable effort. It is Proposer's responsibility to inform the point of contact of the normal working hours during which time County will conduct reference checks. Proposer shall also inform its references that County may contact them by phone, mail or e-mail and shall convey the importance of responding to County's request in the time and manner as designated by County.

7.9.2.4.4 **Subsection A-1 (Proposer's References)**

7.9.2.4.4.1 Proposer shall complete the forms indicated in Appendix D (Required Forms), Exhibit 2 (Proposer's References) and include them as part of Section A (Proposer's Qualifications) Subsection A-1 (Proposer's References) of the proposal in the same order that the forms are listed in Appendix D:

1. Exhibit 2 (Proposer's References) of Appendix D (Required Forms): Proposer must provide three (3) references where the same or similar scope of Services was provided

within the last five (5) years.

2. Exhibit 3 (Proposer's List of Contracts with Public Entities) of Appendix D (Required Forms): The listing must include all contracts with public entities for the last five (5) years. Use additional sheets if necessary.
3. Exhibit 4 (Proposer's List of Terminated Contracts) of Appendix D (Required Forms): The listing must include all contracts terminated within the past ten (10) years along with a reason for the termination.

7.9.2.4.4.2 When Proposer elects to include CSS as a reference, Proposer shall not use CSS' Contracts Management Division as the point of contact but may use any other contact who is knowledgeable about Contractor's abilities to provide the scope of Services.

7.9.2.4.5 **Subsection A-2 (Proposer's Pending Litigation and Judgment)**

7.9.2.4.5.1 Proposer shall identify by name, case and court jurisdiction any pending litigation in which Proposer is involved and/or any judgment action(s) against Proposer within the past five (5) years. Proposer shall provide a statement describing the size and scope of any pending or threatening litigation against Proposer or principals of Proposer. Proposer shall

include this description as part of Section A (Proposer's Qualifications) Subsection A-2 (Proposer's Pending Litigation and Judgment) of the proposal.

7.9.2.4.5.2 If Proposer does not have any pending litigation or judgment actions, Proposer shall provide a written statement indicating that there are no such pending litigation or judgment actions within the past five (5) years. Notations such as "not applicable" or "n/a" are not a valid response and will be rated as "non-responsive". County may reject the proposal when such a rating is determined.

7.9.2.5 Section B (Proposer's Approach to Providing Required Services)

7.9.2.5.1 Subsection B-1 (Proposer's Plan to Sustain CSAIBG Program Services)

7.9.2.5.1.1 Proposer shall describe its plan to sustain the level of Program Services needed by County as identified in Appendix D, Exhibit 24 (Proposed Program Services) during the term of the Subaward.

7.9.2.5.1.2 Proposer's response should include and address the following:

- A. Long-term financial planning and ongoing resource development;
- B. A plan for expanding and coordinating public and private sector resources for programs that will

provide services for the indigent;

C. Innovate concepts for collaborative initiatives with other private and public social service agencies to leverage resources and enhance coordination and cooperation in the planning and implementation of program services; and

D. Plan for resource development such as federal or state funds and fundraising events or activities which are specifically directed at supporting the planned activities.

7.9.2.5.1.3 Proposer shall submit the narrative description as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-1 (Proposer's Plan to Sustain CSAIBG Program Services) of the proposal.

7.9.2.5.2 **Subsection B-2 (Proposer's Target Population)**

7.9.2.5.2.1 Describe the demographics of Proposer's target population who will benefit from receiving CSAIBG Program Services. This description shall include **narrative information and statistical data** on: a) the ethnic composition of the target population; specifically, American Indian individuals and families; and b) the target

population's income level with respect to meeting the HHS poverty guideline levels.

7.9.2.5.2.2 Describe how Proposer's implementation of CSAIBG Program Services will include outreach of the target population. Include any special populations such as (but not limited to): low-income; minority; functionally impaired; homeless; veterans; Lesbian-Gay-Bisexual-Transgender (LGBT) older individuals; and, those living in rural areas.

7.9.2.5.2.3 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-2 (Proposer's Target Population) of the proposal.

7.9.2.5.3 **Subsection B-3 (Client Needs Identification)**

7.9.2.5.3.1 Identify and describe the problems and needs in Proposer's service area(s) that will be addressed by the proposed Program services.

7.9.2.5.3.2 Provide supporting data and indicate the number of eligible Clients to receive assistance.

7.9.2.5.3.3 Describe how the proposed Program will address the Proposer's services area(s) needs, especially how Services will assist Clients to attain the skills, knowledge, and motivation necessary to achieve self-sufficiency using the Proposer's resources.

7.9.2.5.3.4 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-3 (Client Needs Identification) of the proposal.

7.9.2.5.4 **Subsection B-4 (Proposed CSAIBG Program Services)**

7.9.2.5.4.1 Specify and indicate the number of assistance areas to be provided (i.e., two CSAIBG Program Services – Emergency Services and Linkages, which includes Information and Referral Services), and describe in detail the specific Services to be provided. For a listing of the seven broad assistance areas and their specific Services, refer to Subparagraph 1.6.3 (CSAIBG Program Services) of this RFP. ***Proposer must provide two or more of the CSAIBG Program Services*** outlined in Section 10.0 (Specific Work Requirements) of Appendix B (Statement of Work) and in Subparagraph 1.6.3 (1) through (7). ***At least one of the Services must be the provision of mandated Information and Referral Services***, which falls under the Linkages assistance area below, as described in Subsection 10.3.1 of Appendix B (Statement of Work).

7.9.2.5.4.2 Describe how Clients will receive proposed Services. Include: a) Client intake; b) assessment; c) case management/follow up; and d) progress plans, and any other

means to track Client progress in the Program.

For Emergency Services only (if applicable describe how Proposer plans to: a) conduct Client intake; b) case management/follow up; and c) information and referral services that document Client progress, respond to Client inquiries about available resources, and make appropriate referrals.

7.9.2.5.4.3 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-4 (Proposed CSAIBG Program Services) of the proposal.

7.9.2.5.5 Subsection B-5 (Referrals)

7.9.2.5.5.1 Describe: a) the source of referrals made to your agency; b) how Services are made known to Clients; and c) any linkages or collaborative agreements with other service providers.

7.9.2.5.5.2 Describe how your agency will ensure referrals are made to professionals that are licensed, not debarred from practice, and/or have not had a history of debarment.

7.9.2.5.5.3 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-5 (Referrals) of the proposal.

7.9.2.5.6 Subsection B-6 (Inspections)

7.9.2.5.6.1 Describe how your agency plans to ensure all applicable inspections with regards to required health and safety inspections of facilities and, if applicable, food handling/distribution are conducted and adhered to in the course of daily operations.

7.9.2.5.6.2 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-6 (Inspections) of the proposal.

7.9.2.5.7 Subsection B-7 (Other Staffing)

7.9.2.5.7.1 Proposer shall describe staff currently in place and staff to be hired as a result of the Subaward award.

7.9.2.5.7.2 Proposer shall provide copies of all required and applicable certifications, licenses, diplomas, resumes and/or job specifications for staff working on the Program.

7.9.2.5.7.3 Proposer shall include the narrative description and copies of required and applicable documents as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-7 (Other Staffing) of the proposal.

7.9.2.5.8 Subsection B-8 (Program Performance Summary – Outcome Projections)

7.9.2.5.8.1 Provide a narrative description and a quantified projection of

the positive outcomes expected to be achieved through Program efforts. This should include, at a minimum, the number of Clients to be served by the Service and the outcomes expected from those Services. This information shall be consistent with the information provided in Exhibit 24 (Proposed Program Services) of Appendix D (Required Forms).

7.9.2.5.8.2 Proposer shall include the narrative description as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-8 (Program Performance Summary – Outcome Projections) of the proposal.

7.9.2.5.9 **Subsection B-9 (Proposer's Emergency Disaster Preparedness)**

7.9.2.5.9.1 Describe Proposer's Emergency Plan that includes Proposer's business continuity plan, communication plan, and emergency and disaster preparedness policies and procedures for CSAIBG Program Services.

7.9.2.5.9.2 Proposer shall include the narrative descriptions as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-9 (Proposer's Emergency Disaster Preparedness) of the proposal.

7.9.2.5.10 **Subsection B-10 (Facilities, Equipment and Material Resources)**

7.9.2.5.10.1 Describe Proposer's facilities, equipment, and material resources (e.g., computers, handouts, flyers, etc.) that Proposer plans to utilize to provide CSAIBG Program Services. Describe how the facilities, equipment, and material resources assist Proposer in meeting CSAIBG Program Services.

7.9.2.5.10.2 Proposer shall include the narrative descriptions as part of Section B (Proposer's Approach to Providing Required Services) Subsection B-10 (Facilities, Equipment and Material Resources) of the proposal.

7.9.2.6 Section C (Proposer's Quality Control Plan)

7.9.2.6.1 Provide a comprehensive description of Proposer's Quality Control Plan to be utilized by Proposer as a self-monitoring tool which will ensure that all of the requirements of the CSAIBG Program Services are met, including those requirements specified in Appendix A (Sample Subaward).

7.9.2.6.2 Proposer may provide a copy of its Quality Control Plan as an attachment to the proposal; however, attaching the Quality Control Plan shall not take the place of providing the description of the Quality Control Plan as required by this Section.

7.9.2.6.3 At a minimum, the following factors shall be included in the Quality Control Plan and these factors shall be addressed in Proposer's description of its Quality Control Plan:

7.9.2.6.3.1 Activities to be monitored to ensure compliance with those requirements listed in Appendix C (Statement of Work Exhibits),

Exhibit 2 (Performance Requirements Summary Chart).

7.9.2.6.3.2 Monitoring methods to be used.

7.9.2.6.3.3 Frequency of monitoring.

7.9.2.6.3.4 Samples of forms to be used in monitoring.

7.9.2.6.3.5 Title/level and qualifications of personnel performing monitoring functions.

7.9.2.6.3.6 Documentation methods of all monitoring results, including any corrective action taken.

7.9.2.6.4 Proposer shall include the narrative description and documentation (if applicable) as part of Section C (Proposer's Quality Control Plan) of the proposal.

7.9.2.7 Section D (Proposer's Green Initiatives)

7.9.2.7.1 Describe Proposer's plan for complying with the green requirements described in Appendix B (Statement of Work), Section 11.0 (Green Initiatives). Describe Proposer's current environmental policies and practices and those proposed to be implemented during the term of the Subaward.

7.9.2.7.2 Proposer shall submit this narrative description as part of Section D (Proposer's Green Initiatives) of the proposal.

7.9.2.8 Section E (Financial Capability)

7.9.2.8.1 Proposer shall submit audited financial statements or Single Audits (if applicable), prepared by a Certified Public Accountant for the most recent two fiscal years.

7.9.2.8.2 These financial statements should disclose Proposer's assets, liabilities and net worth and shall include auditor's unqualified opinion. At a minimum, Proposer shall

provide the Balance Sheet (Statement of Financial Position), Income Statement (Statement of Operations) and the Retained Earnings Statement (Statement of Cash Flows). It should be noted that depending on the nature of Proposer's organization (i.e., the non-profit, for-profits, government, etc.) the title of these statements may differ. For example the "Balance Sheet" for a non-profit entity is referred to as the "Statement of Financial Position." Please do not submit income tax returns because they will not meet the Proposer's Financial Capability requirement. Financial statements will be kept confidential if Proposer makes the appropriate notation on each page thereof.

7.9.2.8.3 County may require additional financial information as part of this financial assessment.

7.9.2.8.4 Proposer shall include the financial documents as part of Section E (Financial Capability).

7.9.2.9 **Section F (Acceptance of/Exceptions to Sample Subaward Terms and Conditions and Statement of Work Requirements)**

7.9.2.9.1 Proposer shall thoroughly review Appendix A (Sample Subaward) and Appendix B (Statement of Work) to ensure that Proposer shall comply with all the terms, conditions and requirements included therein. It is County's expectation that in submitting a proposal, Proposer will accept, as stated, County's terms and conditions in Appendix A (Sample Subaward) and the requirements in Appendix B (Statement of Work). However, Proposer has the opportunity to take exception(s) to County's requirements and/or terms and conditions.

7.9.2.9.2 Proposer shall provide written statements for the following:

- 7.9.2.9.2.1 A statement indicating Proposer's acceptance of all requirements listed in Appendix A (Sample Subaward)
- 7.9.2.9.2.2 A statement indicating Proposer's acceptance of all terms and conditions listed in Appendix B (Statement of Work).
- 7.9.2.9.3 When Proposer takes exception to any term and condition in Appendix A (Sample Subaward) and/or requirement in Appendix B (Statement of Work), for each exception, Proposer shall provide:
 - 7.9.2.9.3.1 The name or title of the document in question (i.e., Appendix A (Sample Subaward) or Appendix B (Statement of Work)).
 - 7.9.2.9.3.2 An explanation of the reason(s) for the exception.
 - 7.9.2.9.3.3 The proposed alternative.
 - 7.9.2.9.3.4 A description of the impact, if any, to Proposer's price.
 - 7.9.2.9.3.5 A 'red-lined' version of the language in question. County relies on this procedure, and any Proposer who fails to make timely exceptions as required herein, may be barred from later making such exceptions at County's sole discretion.
- 7.9.2.9.4 Proposer shall submit the statements provided in Subparagraph 7.9.2.9.2, the information provided in Subparagraph 7.9.2.9.3 or a combination of both as part of Section F (Acceptance of/Exceptions to Sample Subaward Terms and Conditions and Statement of Work Requirements) of the proposal.

- 7.9.2.9.5 In response to any exception(s) made by Proposer, County reserves the right to deduct points or disqualify the proposal in its entirety, deem it non-responsive and not subject it to further evaluation as outlined in Subparagraph 8.4.6 (Subsection F (Acceptance of/Exceptions to Sample Contract Terms and Conditions and Statement of Work Requirements)).
- 7.9.2.9.6 County reserves the right to make changes to Appendix A (Sample Subaward) and its Exhibits at County's sole discretion.

7.9.3 Cost Proposal Format

- 7.9.3.1 The content and sequence of the Cost Proposal must be as follows:
 - 7.9.3.1.1 Cost Proposal Cover Page
 - 7.9.3.1.2 Table of Contents
 - 7.9.3.1.3 Section A (Proposed Program Services for CSAIBG Program)
 - 7.9.3.1.4 Section B (Proposed Budget for CSAIBG Program Services)
 - 7.9.3.1.5 Section C (Cost Narrative for CSAIBG Program Services)
 - 7.9.3.1.6 Section D (Preference Programs)
- 7.9.3.2 **Cost Proposal Cover Page**
 - 7.9.3.2.1 Identify this part of the proposal as the Cost Proposal and include the RFP title, RFP number and Proposer's name.
- 7.9.3.3 **Table of Contents**
 - 7.9.3.3.1 Sequentially list all material included in the Cost Proposal. Proposer shall use references to identify every response in the proposal by using one of the following methods:

7.9.3.3.1.1 Method 1 (for Sections only):
Section [Section letter] (Section title) Page [number] (e.g.,
Section D (Proposer's Staffing)
Page 12).

7.9.3.3.1.2 Method 2 (for Sections with
Subsections): Section [Section
letter] (Section title) Subsection
[Subsection letter] (Subsection
title) Page [number] (e.g.,
Section E (Required Forms and
Documentation) Subsection E-2
(Required Documentation)
Page 30).

7.9.3.4 Section A (Proposed Program Services for CSAIBG Program)

7.9.3.4.1 Indicate the proposed number of Clients to serve by completing Appendix D (Required Forms), Exhibit 24 (Proposed Program Services for CSAIBG Program) and submitting it as part of Section A (Proposed Program Services for CSAIBG Program) of the cost proposal.

7.9.3.5 Section B (Proposed Budget for CSAIBG Program Services)

7.9.3.5.1 Complete Appendix D (Required Forms), Exhibit 25 (Proposed Budget for CSAIBG Program Services) and submit it as part of Section B (Proposed Budget for CSAIBG Program Services) of the cost proposal.

7.9.3.6 Section C (Cost Narrative for CSAIBG Program Services)

7.9.3.6.1 Provide a detailed description that is sufficient to explain the reasonableness and necessity of each item of cost that is included in the proposed cost as reflected in Appendix D (Required Forms), Exhibit 25 (Proposed Budget for CSAIBG Program Services). Proposer shall include this narrative description as part of Section C (Cost

Narrative for CSAIBG Program Services) of the cost proposal.

7.9.3.7 Section D (Preference Programs)

7.9.3.7.1 Complete any of the applicable forms to apply for any of the following Preference Programs and submit the form(s) as part of Section D (Preference Programs) of the cost proposal:

7.9.3.7.1.1 Local SBE Preference: Appendix D (Required Forms), Exhibit 7 (Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information).

7.9.3.7.1.2 Transitional Job Opportunities Preference: Appendix D (Required Forms), Exhibit 21 (Transitional Job Opportunities Preference Program Application).

7.9.3.7.1.3 Disabled Veteran Business Enterprise Preference: Appendix D (Required Forms), Exhibit 23 (Request for Disabled Veteran Business Enterprise Preference Program Consideration).

7.9.3.7.2 Proposer may apply for multiple Preference Programs but only one (1) preference will be applied if Proposer is determined to be eligible for more than one (1) Preference Program.

7.10 Firm Offer/Withdrawal of Proposal

7.10.1 Until the proposal submission deadline, Proposer may correct errors in its proposal by submitting another set of proposals (one (1) original hardcopy, four (4) duplicate hardcopies and two (2) electronic versions) with the mistakes corrected. Proposer shall provide a written request indicating its intent to withdraw its original proposal and re-submit a revised proposal. Include this written request when submitting the revised/corrected proposal. Revised

proposals will not be accepted once the deadline for submission of proposals has passed.

7.10.2 The proposal shall be a firm offer and may not be withdrawn for a period of 270 days following the last day to submit proposals.

7.11 Proposal Submission

7.11.1 The original hardcopy proposal, four (4) duplicate hardcopies of the proposal and two (2) electronic versions of the proposal (stored on thumb drives/flash drives) shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of Proposer and shall bear the following words:

**Proposal for CSAIBG Program Services
RFP No. CSAIBG-1617**

7.11.2 The proposal shall be delivered or mailed to:

**County of Los Angeles
Community and Senior Services
Contracts Management Division
Attention: Ms. Helen Kim
3175 West 6th Street, Room 403
Los Angeles, CA 90020-1708**

7.11.3 It is the sole responsibility of Proposer to ensure that its proposal is received before the submission deadline. Proposer shall bear all risks associated with delays in delivery by any person or entity, including the United States postal service. Any proposal received after the scheduled closing date and time for submission of proposals, as listed in Subparagraph 7.3 (RFP Timetable), will not be accepted and will be returned to Proposer unopened. Timely hand-delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

7.11.4 When Proposer or Proposer's agent delivers the proposal in a sealed envelope or box, County will receive the proposal in the condition in which it is delivered (i.e., County will not open the sealed envelope/box until after the submission deadline has passed). County will provide Proposer or Proposer's agent a receipt as evidence that the proposal is received before the submission deadline. In the event that Proposer elects to re-submit its proposal pursuant to the requirements outlined in Subparagraph 7.10 (Firm Offer/Withdrawal of Proposal), County shall issue a new receipt for the resubmitted proposal.

- 7.11.5 If Proposer does not submit the required number of proposals (both hardcopies and electronic files) as stated in this Subparagraph then County (at its sole discretion) may deem Proposer's submission as non-responsive which may disqualify proposal from further consideration/review (i.e., the proposal may be rejected).

8.0 SELECTION PROCESS AND EVALUATION CRITERIA

8.1 Selection Process

- 8.1.1 County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and determine the score of the proposals. County may elect to waive any informality in a proposal if the sum and substance of the proposal is present. The evaluation and selection process will begin with receipt of the proposals which are due by **12:00 p.m. (PST) on Tuesday, October 11, 2016.**

8.1.2 Adherence to the Minimum Mandatory Qualifications (Pass/Fail Review)

- 8.1.2.1 Upon receipt of the proposal (which shall include the Minimum Mandatory Qualifications, Business Proposal and Cost Proposal), County will conduct a review of Proposer's Minimum Mandatory Qualifications (Pass/Fail Review). Proposer's failure to comply with the Minimum Mandatory Qualifications will cause its proposal to be eliminated or disqualified from any further consideration. Upon such elimination, County will issue Proposer a notification indicating that its proposal has been disqualified.

8.1.3 Evaluation Committee Review of the Proposal

- 8.1.3.1 If County has determined that Proposer has met and passed the Minimum Mandatory Qualifications process (i.e., Pass/Fail Review), evaluation of the passing proposals will be completed by an Evaluation Committee selected by County. The Evaluation Committee will evaluate and score the proposals using the evaluation approach described herein.
- 8.1.3.2 The Evaluation Committee may utilize the services of appropriate subject matter experts to assist in this evaluation process.

- 8.1.3.3 County may, at its option, contact Proposers being evaluated for clarification or validation of submitted information.

8.1.4 Proposal Score

- 8.1.4.1 The proposal will be evaluated based on a numerical scoring system. The Evaluation Committee will use an evaluation tool containing rating criteria to determine the score of the proposal. The maximum score that a proposal can receive is 10,000 points. These points are divided between the Business Proposal and the Cost Proposal. The Business Proposal is worth a maximum of 6,000 points and the Cost Proposal is worth a maximum of 4,000 points.

8.1.5 Prospective Subrecipient(s)

- 8.1.5.1 After evaluation of the proposals has been completed, County will select a prospective Subrecipient(s) to receive a Subaward. County retains the right to select a prospective Subrecipient(s) which County determines in its sole discretion to be the most overall qualified, cost-effective, responsive and responsible and serves the best interests of County as opposed to selecting Proposer that receives the highest number of points.
- 8.1.5.2 Once a prospective Subrecipient(s) is selected, County may begin negotiating a Subaward with prospective Subrecipient(s). Such negotiation may include, but is not limited to, negotiation of the number of Clients to serve, proposed budgeted line items, etc. to ensure that the requirements of the Program and the RFP objectives are met. If a satisfactory Subaward cannot be negotiated, County may, at its sole discretion, begin Subaward negotiations with the next qualified prospective Subrecipient who submitted a proposal, as determined by County.
- 8.1.5.3 Once the Subaward negotiation process has been completed, the negotiated Subaward will be submitted to the Board of Supervisors for its consideration and possible approval.
- 8.1.5.4 CSS' recommendation to grant a Subaward will not bind the Board of Supervisors to grant such Subaward to prospective Subrecipient(s).

8.2 Intentionally Omitted

8.3 Disqualification Review

- 8.3.1 A proposal may be disqualified from consideration because County determined that it was non-responsive at any time during the review/evaluation process. A proposal may also be disqualified due to a determination of Proposer's non-responsibility (see Subparagraph 5.9 (Determination of Proposer Responsibility)). When County determines that a proposal is disqualified due to non-responsiveness, County shall notify Proposer in writing ("written determination of non-responsiveness"). In this written determination of non-responsiveness, County will provide Proposer an opportunity to request a Disqualification Review within a specified timeframe.
- 8.3.2 Upon receipt of the written determination of non-responsiveness, Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination of non-responsiveness.
- 8.3.3 A request for a Disqualification Review shall satisfy all of the following criteria:
 - 8.3.3.1 The person or entity requesting a Disqualification Review is Proposer.
 - 8.3.3.2 The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination of non-responsiveness).
 - 8.3.3.3 The request for a Disqualification Review asserts that County's determination of disqualification due to non-responsiveness was erroneous (e.g., factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.
- 8.3.4 At County's sole discretion, the request for a Disqualification Review may be denied if the request does not meet all of the criteria listed in Subparagraph 8.3.3. The Disqualification Review shall be completed by County and a written determination shall be provided to disqualified Proposer prior to the conclusion of the evaluation process. The results of the Disqualification Review are final and no further appeals will be allowed.

8.4 Business Proposal Evaluation Criteria (6,000 points)

8.4.1 Section A (Proposer's Qualifications) (1,200 maximum points)

8.4.1.1 Subsection A-1 (Proposer's References) – (1,200 maximum points)

8.4.1.1.1 The proposal will be evaluated based on the verification of references provided in response to Subparagraph 7.9.2.4.4 (Subsection A-1 (Proposer's References)).

8.4.1.1.2 In addition to the references provided, County will review the County's Contract Database and Contractor Alert Reporting Database, if applicable; these databases provide vendor's past performance history on County and other contracts. This portion of the evaluation may result in point deductions. Altogether, the reviews of County's database(s) may result in point deductions up to one hundred percent (100%) of the total points awarded in this evaluation category (i.e., the maximum number of points that may be deducted is 1,200 points). If the maximum number of points is deducted as a result of the reviews of County's database(s) then the proposal may be disqualified in its entirety, deemed non-responsive and it may not be subjected to further evaluation.

8.4.1.1.3 A review of Proposer's terminated contracts will also be conducted which may result in point deductions of up to 100 points.

8.4.1.2 Subsection A-2 (Proposer's Pending Litigation and Judgment) (100 maximum possible point deductions)

8.4.1.2.1 The proposal will be evaluated based on a review of the information provided in response to Subparagraph 7.9.2.4.5 (Subsection A-2 (Proposer's Pending Litigation and Judgment)). Such review will be conducted to determine the significance of any litigation or judgment actions pending against Proposer. This review may result in point deductions of up to 100 points.

8.4.2 Section B (Proposer's Approach to Providing Required Services) – (4,250 maximum points)

8.4.2.1 For each of the following categories, the proposal will be evaluated based on the methodology Proposer shall use to meet County's requirements as provided in Proposer's response to the criteria outlined in Subparagraph 7.9.2.5 (Section B (Proposer's Approach to Providing Required Services)).

8.4.2.1.1 **Subsection B-1 (Proposer's Plan to Sustain CSAIBG Program Services) – (500 maximum points):** Overall evaluation will determine the reasonableness of Proposer's plan to sustain Program Services throughout the Subaward term, which includes and addresses Subparagraph 7.9.2.5.1 (Subsection B-1 (Proposer's Plan to Sustain CSAIBG Program Services)), specifically, Subparagraphs 7.9.2.5.1.2 (A), (B), (C), and (D) as follows:

- A) Long-term financial planning and ongoing resource development **(125 points)**;
- B) Plan for expansion and coordination of public and private sector resources for programs that will provide services for the indigent **(125 points)**;
- C) Plan for innovation for collaborative initiatives with other private and public social services agencies to leverage resources, enhance coordination and cooperation in the planning and implementation of program services **(125 points)**; and
- D) Plan for resource development such as federal or state funds and fundraising events or activities which are specifically directed at supporting the planned activities **(125 points)**.

8.4.2.1.2 **Subsection B-2 (Proposer's Target Population) – (250 maximum points):** Proposal will be evaluated based on

Proposer's ability to meet and adhere to the requirements outlined in Subparagraph 7.9.2.5.2 (Subsection B-2 (Proposer's Target Population)) as follows:

- A) A narrative providing **information and statistical data** of: a) the target population's income level with respect to meeting the HHS poverty guideline levels; and b) ethnic composition of the target population; specifically, American Indian individuals and families **(125 points)**.
- B) Narrative description that shall address how Services will include outreach for the target population. Include any special populations such as (but not limited to): low income; minority; functionally impaired; homeless; veterans; Lesbian - Gay - Bisexual - Transgender (LGBT); older individuals; and those living in rural areas **(125 points)**.

8.4.2.1.3 **Subsection B-3 (Client Needs Identification) – (250 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in Subparagraph 7.9.2.5.3 (Subsection B-3 (Client Needs Identification)) as follows:

- A) Identification and description of the problems and needs in the Proposer's service area(s) to be addressed by the proposed Program Services **(75 points)**;
- B) Provision of supporting data and indication of the number of eligible Clients to receive assistance **(75 points)**; and
- C) How the Program will address the Proposer's service area(s) needs with respect to Clients attaining skills, knowledge, and motivation for self-sufficiency using the Proposer's resources **(100 points)**.

8.4.2.1.4 **Subsection B-4 (Proposed CSAIBG Program Services) – (2,000 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in Subparagraph 7.9.2.5.4 (Subsection B-4 (Proposed CSAIBG Program Services)) as follows:

A) Description of the proposed Services to be provided, including the number of assistance areas being provided. At minimum, one of the proposed Services **must** be Information and Referral Services **(600 points)**;

B) Description of how Clients will receive the proposed Services, including **(1,400 points)**:

1. Client intake;
2. Assessment;
3. Case management/follow up; and
4. Progress plans.

If applicable, for Emergency Services only. Description of the provision of emergency services, including:

1. Client intake;
2. Case management/follow up; and
3. Information and referral services that document Client progress, respond to Client inquiries about available resources; and make appropriate referrals.

8.4.2.1.5 **Subsection B-5 (Referrals) – (250 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in Subparagraph 7.9.2.5.5 (Subsection B-5 (Referrals)) as follows:

A) Description of the source of referrals **(60 points)**;

- B) Description of how Services are made known to Clients **(60 points)**;
- C) Description of any linkages or collaborative agreements with other service providers **(60 points)**; and
- D) Description of how Proposer will ensure that referrals will be made to professionals who are licensed, not debarred from practice, and/or have not had a history of debarment **(70 points)**.

8.4.2.1.6 **Subsection B-6 (Inspections) – (225 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in Subparagraph 7.9.2.5.6 (Subsection B-6 (Inspections)) as follows:

- A) A description of a plan to ensure all applicable inspections with regards to required health and safety inspections of facilities and, if applicable, food handling/distribution are conducted and adhered to in the course of daily operations.

8.4.2.1.7 **Subsection B-7 (Other Staffing) – (225 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in Subparagraph 7.9.2.5.7 (Subsection B-7 (Other Staffing)) as follows:

- A) Description of staff currently in place or staff to be hired as result of the Subaward **(150 points)**;
- B) Copies of all required and applicable certifications, licenses, diplomas, resumes and/or job specifications for staff working on the Program **(75 points)**;

8.4.2.1.8 **Subsection B-8 (Program Performance Summary – Outcome Projections) – (250 maximum points):** Proposal will be

evaluated based on Proposer's ability to meet and adhere to the requirements outlined in Subparagraph 7.9.2.5.8 (Subsection B-8 (Program Performance Summary – Outcome Projections)) as follows:

- A) A description **and** quantified projection of the positive outcomes expected to be achieved, including the number of Clients to be served and the outcomes expected from the Services provided. This information shall be consistent with the information provided in Exhibit 24 (Proposed Program Services) of Appendix D (Required Forms).

8.4.2.1.9 **Subsection B-9 (Emergency Disaster Preparedness) – (150 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in Subparagraph 7.9.2.5.9 (Subsection B-9 (Proposer's Emergency Disaster Preparedness)) as follows:

- A) Description of the business continuity plan, communication plan, and the emergency and disaster preparedness policies and procedures.

8.4.2.1.10 **Subsection B-10 (Facilities, Equipment, and Material Resources) – (150 maximum points):** Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in Subparagraph 7.9.2.5.10 (Subsection B-10 (Facilities, Equipment, and Material Resources)) as follows:

- A) Description of facilities, equipment, and material resources and how the facilities, equipment, and material resources assist the Proposer in meeting CSAIBG Program Services.

8.4.3 **Section C (Proposer's Quality Control Plan) – (200 maximum points)**

8.4.3.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in Subparagraph 7.9.2.6 (Section C (Proposer's Quality Control Plan)) as follows:

A) A comprehensive description of the Quality Control Plan that includes at a minimum:

1. Activities to be monitored to ensure compliance with those requirements listed in Appendix C (Statement of Work Exhibits), Exhibit 2 (Performance Requirements Summary Chart);
2. Monitoring methods to be used;
3. Frequency of monitoring;
4. Samples of forms to be used in monitoring;
5. Title/level and qualifications of personnel performing monitoring functions;
6. Documentation methods of all monitoring results, including any corrective action taken.

8.4.4 Section D (Proposer's Green Initiatives) – (150 maximum points)

8.4.4.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in Subparagraph 7.9.2.7 (Section D (Proposer's Green Initiatives)) as follows:

A) Description of Proposer's current environmental policies and practices and those to be implemented during the term of the Subaward.

8.4.5 Section E (Financial Capability) – (200 maximum points)

8.4.5.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements stated in Subparagraph 7.9.2.8 (Section E (Financial Capability)) as follows:

A) Submission of audited financial statements or Single Audits (if applicable) prepared by a Certified Public Accountant for the most recent two fiscal years

disclosing the information indicated in Subparagraph 7.9.2.8.2.

8.4.6 Section F (Acceptance of/Exceptions to Sample Subaward Terms and Conditions and Statement of Work Requirements) (500 maximum possible point deductions)

8.4.6.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements stated in Subparagraph 7.9.2.9 (Section F (Acceptance of/Exceptions to Sample Subaward Terms and Conditions and Statement of Work Requirements)) and the following areas will be evaluated:

8.4.6.1.1 Proposer's willingness to accept all the terms and conditions of Appendix A (Sample Subaward) and/or the requirements of Appendix B (Statement of Work).

8.4.6.1.2 Proposer's exception(s) to the terms and conditions of Appendix A (Sample Subaward) and/or the requirements of Appendix B (Statement of Work).

8.4.6.1.3 Proposer's adherence to the requirements outlined in Subparagraph 7.9.2.9.3 when Proposer makes an exception(s) to Appendix A (Sample Subaward) and/or Appendix B (Statement of Work).

8.4.6.2 In response to any exception(s) made by Proposer, County reserves the right to deduct points or disqualify the proposal in its entirety, deem it non-responsive and not subject it to further evaluation. County may, in its sole determination, disqualify any Proposer with whom County cannot satisfactorily negotiate a Subaward.

8.5 Cost Proposal Evaluation Criteria (4,000 maximum points)

8.5.1 Section A (Proposed Program Services for CSAIBG Program) – (500 maximum points)

8.5.1.1 The proposed program services identified in Exhibit 24 (Proposed Program Services for CSAIBG Services) of Appendix D (Required Forms) will be reviewed in conjunction with the proposed budget identified in Exhibit 25 (Proposed Budget for CSAIBG Services) of Appendix D (Required Forms).

8.5.2 Section B (Proposed Budget for CSAIBG Program Services) – (2,500 maximum points)

8.5.2.1 The proposed total cost estimate identified in Exhibit 25 (Proposed Budget for CSAIBG Services) of Appendix D (Required Forms) will be evaluated by determining the lowest overall operating cost for the initial Program Year. The maximum number of possible points will be awarded to the lowest cost proposal. This review will take into account any Preference which Proposer may qualify for. All other proposals will be compared to this lowest cost, and points will be awarded accordingly.

8.5.2.2 The budget also will be evaluated based on the accuracy of calculations and its adherence to the requirements outlined in Subparagraph 7.9.3.5 (Section B (Proposed Budget for CSAIBG Program Services)) as follows:

8.5.2.2.1 Completion of Exhibit 25 (Proposed Budget for CSAIBG Services) of Appendix D (Required Forms).

8.5.3 Section C (Cost Narrative for CSAIBG Program Services) – (1000 maximum points)

8.5.3.1 Proposal will be evaluated based on Proposer's ability to meet and adhere to the requirements outlined in Subparagraph 7.9.3.6 (Section C (Cost Narrative for CSAIBG Program Services)) as follows:

8.5.3.1.1 A detailed description explaining the reasonableness and necessity of each item of cost identified in Exhibit 25 (Proposed Budget for CSAIBG Services) of Appendix D (Required Forms).

8.5.4 Section D (Preference Programs)

8.5.4.1 Should one or more Proposers request and receive the Local SBE Preference, Transitional Job Opportunities Preference and/or the Disabled Veteran Business Enterprise Preference, the cost component points will be determined as follows:

8.5.4.1.1 **Local SBE Preference:** Eight percent (8%) of the lowest cost proposed will be calculated and that amount will be deducted from the cost submitted by all Proposers who request

and are granted the Local SBE Preference or any of the other Preferences, to extent allowable by law.

8.5.4.1.2 **Transitional Job Opportunities Preference:** Eight percent (8%) of the lowest cost proposed will be calculated and that amount will be deducted from the cost submitted by all Proposers who request and are granted the Transitional Job Opportunities Preference or any of the other Preferences.

8.5.4.1.3 **Disabled Veteran Business Enterprise Preference:** Eight percent (8%) of the lowest cost proposed will be calculated and that amount will be deducted from the cost submitted by all Proposers who request and are granted the Disabled Veteran Business Enterprise Preference or any of the other Preferences.

8.5.4.2 In no case shall any Preference be combined to exceed eight percent (8%) in response to this solicitation (i.e., when Proposer requests and is eligible to receive all three (3) Preferences, only one (1) Preference of 8% will be applied to Proposer's cost for this criteria).

8.6 Post Evaluation Appeals Process

8.6.1 County's Debriefing Meeting

8.6.1.1 Upon completion of the evaluation process, County shall send written notification to those Proposers who are not selected, indicating that County is negotiating with another Proposer(s). In this written notification, County will provide non-selected Proposer an opportunity to request a Debriefing meeting within a specified timeframe. Upon receipt of this written notification, non-selected Proposer may submit a written request for a Debriefing meeting within the timeframe specified in the written notification. At County's sole discretion, non-selected Proposer's request for a Debriefing meeting may be denied if the request is not received within the specified timeframe.

- 8.6.1.2 The purpose of the Debriefing meeting is to compare non-selected Proposer's proposal to the evaluation document. The non-selected Proposer shall be debriefed only on its response/proposal. Because Subaward negotiations are not yet complete, proposals from other Proposers shall not be discussed, although County may inform non-selected Proposer of its relative ranking.
- 8.6.1.3 If non-selected Proposer is not satisfied with the results of the Debriefing meeting, during or following this meeting, County will inform non-selected Proposer of its right to request a Proposed Contractor Section Review. County will provide non-selected Proposer a copy of the Notice of Intent to Request a Proposed Contractor Selection Review form and will instruct non-selected Proposer on the procedures to complete and submit the form to County within the designated timeframe.

8.6.2 Proposed Contractor Selection Review

- 8.6.2.1 Non-selected Proposer that has timely submitted its Notice of Intent to Request a Proposed Contractor Selection Review form as described in Subparagraph 8.6.1 (County's Debriefing Meeting) will be notified by County as to when it may submit its written request for a Proposed Contractor Selection Review. In order to proceed with this request, Proposer shall complete the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form and submit it to County within the designated timeframe.
- 8.6.2.2 The request for a Proposed Contractor Selection Review shall satisfy all of the following criteria:
 - 8.6.2.2.1 The person or entity requesting a Proposed Contractor Selection Review is Proposer.
 - 8.6.2.2.2 The Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form is submitted timely (i.e., by the date and time specified by County).
 - 8.6.2.2.3 On the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form, the person or entity asserts in appropriate detail with

factual reasons one (1) or more of the following grounds for review:

8.6.2.2.3.1 County materially failed to follow procedures specified in this solicitation document. This includes County's:

1. Failure to correctly apply the standards for reviewing the proposal format requirements.
2. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in this solicitation document.
3. Use of evaluation criteria that were different from the evaluation criteria disclosed in this solicitation document.

8.6.2.2.3.2 County made identifiable mathematical or other errors in evaluating proposals, resulting in non-selected Proposer receiving an incorrect score and not being selected as the recommended Subrecipient.

- 8.6.2.2.3.3 A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
 - 8.6.2.2.3.4 Another basis for review as provided by State or Federal law.
 - 8.6.2.2.4 The completed Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form sets forth sufficient detail to demonstrate that, but for County's alleged failure, non-selected Proposer would have been the highest-scored proposal.
 - 8.6.2.3 At County's sole discretion, the request for a Proposed Contractor Selection Review may be denied if the request does not meet all of the criteria listed in Subparagraph 8.6.2.2.
 - 8.6.2.4 The Proposed Contractor Selection Review shall be completed by County. Upon completion, County shall send a written decision to non-selected Proposer within a reasonable time following receipt of the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form and always before the date the Subaward recommendation is to be heard by the Board of Supervisors. In this written decision, County will inform non-selected Proposer of its right to request a County Independent Review within a specified timeframe (see Subparagraph 8.6.3 (County Independent Review)). County shall attach a copy of the Transmittal Form to Request a Request for Proposals County Independent Review form to this written decision and shall mail the written decision to non-selected Proposer. The Transmittal Form to Request a Request for Proposals County Independent Review form shall be used by non-selected Proposer in the event that it is not satisfied with the results of the Proposed Contractor Selection Review and wants to pursue the County Independent Review as the final appeal.

8.6.3 County Independent Review

- 8.6.3.1 Non-selected Proposer that is not satisfied with the results of the Proposed Contractor Selection Review may

complete the Transmittal Form to Request a Request for Proposals County Independent Review form and submit it to County within the timeframe specified by County in the Proposed Contractor Selection Review written decision.

8.6.3.2 The request for a County Independent Review shall satisfy all of the following criteria:

8.6.3.2.1 The person or entity requesting a County Independent Review is Proposer.

8.6.3.2.2 The Transmittal Form to Request a Request for Proposals County Independent Review form is submitted timely (i.e., by the date and time specified by County).

8.6.3.2.3 On the Transmittal Form to Request a Request for Proposals County Independent Review form, the person or entity requesting the County Independent Review has limited the scope of this request to the assertions raised in the Request for Proposals (RFP) Transmittal to Request a Proposed Contractor Selection Review form and new items that:

8.6.3.2.3.1 arise from County's written decision; and,

8.6.3.2.3.2 are one of the appropriate grounds for requesting a Proposed Contractor Selection Review as listed in Subparagraph 8.6.2 (Proposed Contractor Selection Review) above.

8.6.3.3 The County Independent Review shall be completed by County of Los Angeles Internal Services Department ("ISD"). Upon completion, ISD shall issue its written decision and County will provide a copy of this written decision to non-selected Proposer.